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ABSTRACT

The 1979 Governor's Conference on Library and Information Services analyzed the needs of the library and information community and resulted in 47 resolutions intended to improve library and information services in Virginia. The long-range plan presented in this document sets forth the status of library development in the state, examines the needs of the state's libraries, and suggests possible ways of meeting these needs over the next 5 years. The needs were determined from reports submitted by local librarians to the State Library, by observation and surveys made by State Library staff, and through consultations with librarians and trustees. This report addresses the resolutions within the framework of LSCA (Library Services and Construction Act) and comprises sections on: Needs Assessment; the State Library; Public Libraries; Institutional Library Service; Service to the Visually and Physically Handicapped; Academic Libraries; School Libraries; Special Libraries; Plan for Library Development; Dissemination of LSCA Program Results; Coordination of LSCA with Other Library Programs; Criteria Used in Awarding LSCA Funds; and Evaluation of LSCA Projects. Attachments include the Governor's Conference resolutions; guidelines, requirements, and standards for various types of libraries and evaluation criteria; lists of members of advisory committees and councils; and the basic state plan. (THC)

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LONG-RANGE PROGRAM FOR DEVELOPMENT OF VIRGINIA'S LIBRARIES 1984-1988

IR052190

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

The purpose of this long-range program is to set forth the status of library development in the state, the needs of libraries in the state, and possible ways of meeting these needs over the next five years.

The needs were determined from reports submitted by local librarians to the State Library, by observation and surveys made by State Library staff, and through consultations with librarians and trustees.

The program was compiled by State Library staff in consultation with the State Advisory Council on Libraries.

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NEEDS ASSESSMENT

GOVERNOR'S CONFERENCE.

The 1979 Governor's Conference on Library and Information Services brought together librarians and citizens from throughout the state. The conference analyzed the needs of the library and information community and resulted in forty-seven resolutions intended to improve library and information services in Virginia. The Long Range Program addresses these resolutions within the framework of LSCA (see Attachment I - Resolutions Adopted by the Delegates to the Virginia Governor's Conference on Library and Information Services).

STANDARDS AND GUIDELINES

In determining adequacy of library service, several sets of standards and guidelines have been considered by the State Library Board. The State Library will continue to assess and use these in an effort to bring library services up to a minimum level throughout the state. These include:

a. Criteria for Determining the Adequacy of Public Library Service (Attachment 2).

b. Recommended Minimum Standards for Virginia Public Libraries (Attachment 3).

c. Requirements Which Must be Met in Order to Receive Grants-in-Aid (Attachment 4).

d. Children's Services Suggested Guidelines (Attachment 5).

e. Young Adult Services Guidelines for Virginia (Attachment 6).

f. Guidelines for Institutional Libraries - Proposed (Attachment 7).

THE STATE LIBRARY

The Virginia State Library, an independent agency of the state government, was founded in 1823. It is administered by The Library Board, composed of nine members appointed by the governor for five-year terms. No member shall serve for or during more than two consecutive terms. The board establishes policy, which is administered by the state librarian.

The state librarian is appointed by and serves at the pleasure of the governor. The state librarian reports to the governor through the secretary of education, under whose office the library is placed in the state organization.

The Virginia State Library is the library agency of the state, the archival agency of the commonwealth, and the reference library at the seat of government. It has the power and duties

> To give direction, assistance, and counsel to all libraries in the commonwealth, to all communities which may propose to establish libraries, and to all persons interested in public libraries, as to means of establishment and administration of such libraries, selection of books, retrieval systems, cataloging, maintenance, and other details of library management, and to conduct such inspections as are necessary;
>
> To engage in such activities in aid of city, county, town, regional, and other public libraries as will serve to develop the library system of the commonwealth;
>
> To administer and distribute state and federal aid in accordance with law and its own regulations to the city, county, town, and regional libraries of the commonwealth;
>
> To enter into contracts with other states or regions or districts for the purpose of providing cooperative library services;
>
> To control, preserve, and make accessible the state's historically valuable records.
>
> To edit and publish original documents on deposit in the archives; and
>
> To assist libraries in preparing for networking and in supporting a library network.

The State Library has an authorized staff of 132 full-time employees, of which fifty-five are professional librarians, historians, and archivists. There are only nine professional positions dedicated to the development and improvement of library service throughout the state. There are seventeen authorized professional positions for operating the library in Richmond and providing statewide, centralized services from that library. All of the library's operations are housed in a single building in Richmond and in two regional offices, which house two regional library consultants and their part-time secretaries.

THE GENERAL LIBRARY BRANCH

The General Library Branch is a library of printed books, magazines, newspapers, microforms, etc., containing more than 1,000,000 items. It has a large reference collection on open shelves. It administers the film collection of about 4,000 educational motion pictures available for loan to libraries and to groups, all loans being made through public libraries. It also administers the collections of photographs and prints.

It provides reference, interlibrary loan, and referral service to all types of libraries throughout the state. It also provides direct loan service to residents of the state living in areas not served by a public library. Reference service by mail is provided to many persons within and outside the state. These services are available to other state agencies, and advisory assistance is given them in organizing and managing their own special libraries.

The library is a depository for federal and Virginia documents. It distributes state documents to a number of Virginia and out-of-state libraries and publishes an annual check-list of these documents. It publishes annually a list of all Virginia documents which are available for sale or free distribution. It also publishes bibliographies, catalogs, and other guides which are of assistance to those using material in the library and throughout the Commonwealth.

THE LIBRARY DEVELOPMENT BRANCH

The Library Development Branch has responsibility for cooperation, consultation, and coordination among the public libraries and institutional libraries of the state. These functions include aid in the establishment and development of libraries and advice to librarians and public officials concerned with these institutions. The branch administers the state and federal funds appropriated for public libraries and for state-supported mental, health, and penal institutions. It also administers, through contractual agreements, library funds appropriated for aid to the visually and physically handicapped and coordinates state-wide programs of interlibrary cooperation.

It provides consultant service by the staff in Richmond and through area consultants residing in the outlying areas of the state, and conducts institutes and in-service training programs for public and institutional library personnel. It collects and publishes statistics on library collections, resources, and services, with major emphasis on public and institutional libraries.

All of these functions are carried on by this branch except for aid to the visually and physically handicapped. This service is administered by the Virginia Department for the Visually Handicapped.

THE ARCHIVES BRANCH

The Archives Branch is responsible for establishing controls, preserving, and making accessible the state's historically valuable records, and a large collection of historical and genealogical private manuscripts. The latter category consists of personal papers, church records, business records, military records, organizational records, genealogical notes and charts, Bible records, and cemetery records. In the area of controls, the staff appraises, accessions, arranges, and processes all records received by gift, deposit, transfer, or purchase and prepares necessary administrative controls. In addition, descriptive and short-title inventories, guides, calendars, and other finding aids are prepared.

THE RECORDS BRANCH

The Records Branch is responsible for providing advice and assistance on records management matters to state and local agencies and for providing microfiim service to state agencies. A program to inventory, schedule and microfilm for security all vital local public records is conducted in the localities. All security microfilm is stored in the library. A program to manage state and local agency records provides retention and disposal guidelines for all public records. Instruction on file maintenance is provided upon request.

THE ADMINISTRATIVE SERVICES DIVISION

The division's responsibilities relate directly to providing administrative and support services to the other divisions and branches of the State Library, public libraries located throughout Virginia, and agencies and institutions of the commonwealth. The division is comprised of the business, personnel, and public information offices, the photographic laboratory, and the publications program.

CURRENT ACTIVITIES AND MAJOR EMPHASIS

Development of a statewide library network and data base, using automation where appropriate, to improve library services and operations and access to materials and services.

Distribution of COM union catalog to libraries throughout Virginia.

The strengthening of interlibrary cooperation by a statewide In-WATS system and SOLINET referral.

Grants to individuals working in public and institutional libraries to attend continuing education workshops.

Continuing education programs sponsored by the State Library that are attended by persons working in all types of libraries.

The continuation and improvement of the service specialty program–children's services, adult services, and technology-assigned to three area consultants.

Grants to support services to persons with special needs, i.e., urban and rural disadvantaged, racial minorities, persons with limited English-speaking ability, the handicapped, and those in public institutions.

Development of libraries in state supported correctional and mental health/mental retardation centers.

Support of local public libraries and the State Library for the Blind and Physically Handicapped in meeting the needs of persons with handicaps that cause them to have difficulty reading.

THE STATE LIBRARIAN

The state librarian is appointed by the governor and serves at his pleasure. In addition to being the chief administrative officer of the State Library, the state librarian is by law secretary of The Library Board, a member of the Historic Landmarks Commission, a member of the Public Records Advisory Committee, and secretary of the Board for the Certification of Librarians. By appointment, he is State Historical Records Coordinator and administrator of the Interstate Library Compact.

There is no position of assistant state librarian. Three division directors–the director of library services, the state archivist, and the director of administrative services–report directly to the state librarian. Under the general supervision of the state librarian, these directors have latitude to develop and supervise their programs as defined by The Library Board and the governor.

The state librarian is the chief advisor to The Library Board, the governor, and the General Assembly on matters concerning public libraries and public records.

PUBLIC LIBRARIES

There are ninety-three public libraries in the state. These range from a small town library serving slightly over 500 people to a large regional library serving over 600,000.

They vary in financial support from one library which reported an operating budget of $10.7 million in 1983 to one which reported $2,351 in the same year. Seventy-eight libraries receive state and federal grants-in-aid in addition to local funds.

Circulation ranges from 6.2 million transactions a year in one library to just 398 in another.

There are twenty-five regional (serving more than one political subdivision), thirty-six county, twenty-two city and ten town libraries. These libraries serve 5,235,179 people, or 97.9% of the total population.

According to the 1980 Census only seventeen libraries serve more than 100,000 persons; fifty-eight regional, county, and city libraries serve fewer than 60,000 persons.

GOVERNANCE

Public libraries in Virginia are generally under the management of a library board of five or more members who are appointed by the governing body from citizens at large. Boards are not mandatory for any city or town with a manager or any county with a county manager or county executive. Libraries without governing boards often have advisory boards. Regional libraries must have governing boards with representation from each participating political subdivision, the number of members from each being set forth in the contract.

FINANCE

During the five-year period, 1975 to 1980, local financial support increased from $19,372,566 to 33,807,588 (74%) and state aid to public libraries increased from $1,228,310 to $2,364,697 (92%).

HOLDINGS

Book holdings in public libraries have increased from 7,441,243 volumes in 1976 (1.7 volumes per person served) to 10,229,657 volumes in 1983(1.95 volumes per person served).

Libraries offer to their patrons a large variety of materials in addition to books. These include newspapers, magazines, journals, phonograph records, art prints and films. Some libraries offer puzzles, games, toys, pets, and other realia.

Because most libraries have a shortage of space, back issues of periodicals are often stored in microform, making reader-printers a necessity.

PERSONNEL

In 1976 there were only 404 certified librarians employed in Virginia public libraries. In 1983 there were 478. This increase may be attributed to the increase in the number of people graduating from library schools and an increasing awareness on the part of governing bodies of the need for trained librarians in their libraries.

The number of librarians still falls far short of the 851 called for in the national guidelines. There are eighteen regional, county, and city libraries with no professionally trained librarian on their staff.

FORMS OF SERVICE

Libraries in the state offer varied forms of service. There are 145 branches in the state; these are outlets with a permanent collection of reference materials and circulating books, having a permanent paid staff, and open for services at least twenty hours per week. Branches are administered from a central unit. In addition to these branches, there are seventy-one stations; these are outlets with small, frequently changed book collections located in stores or community buildings. There are fifty-one bookmobiles in the state,

with stops ranging in duration from fifteen minutes in sparsely settled areas to several hours in large shopping centers. Some of these bookmobiles are equipped with screens and projectors so that story hours can be conducted in areas where permanent facilities are not available.

Books by Mail service is available in a few public libraries.

FRIENDS

There are sixty-four libraries in the state with active Friends groups. These are citizens who organize for the purpose of promoting the library program in cooperation with the library's governing authority. Friends participate in activities and services which stimulate interest in and benefit the library. These vary from money-making projects such as used-book sales to sponsoring cultural programs for the community.

How Public Libraries Are Funded
A Five-year Summary of
Total Operating Expenditures

	Local	State	Federal	Other(b)	Total
1977-78	25,122,018	1,597,454	596,694	647,639	27,963,805
Percent of total	90%	6%	2%	2%	
Per capita (a)	$5.29	$.34	$.13	$.14	$5.89
1978-79	27,845,677	2,248,883	419,212	907,984	31,421,756
Percent of total	89%	7%	1%	3%	
Per capita (a)	$5.76	$.47	$.09	$.19	$6.50
1979-80	33,816,400	2,364,697	608,388	724,624	37,514,109
Percent of total	90%	6%	2%	2%	
Per capita (a)	$6.62	$.46	$.12	$.14	$7.35
1980-81	37,735,135	3,994,569	800,784	581,180	43,111,665
Percent of total	88%	9%	2%	1%	
Per capita (a)	$7.34	$.77	$.16	$.11	$8.38
1981-82	41,314,748	4,377,964	763,155	171,309	46,627,176
Percent of total	88%	9%	2%	1%	
Per capita (a)	$7.94	$.84	$.15	$.03	$8.96

(a) Based on population served

PUBLIC LIBRARY SERVICES TO CHILDREN[1]

Of the eighty-five public libraries surveyed in Virginia, sixty responded; the information reported here is based on those sixty responses.

All of the responding libraries have book collections for children. They range in size from 600 to 338,000. In addition to books, more than 80 percent of the libraries have magazine and phono disc collections for children. Fewer than half (sometimes single libraries) reported children's collections of films, filmstrips, cassettes, combination kits, toys, framed prints, sculpture, games, puppets, comic books, puzzles, and deaf kits.

On the average, 35 percent of the library's circulation was children's materials (the range was 6 percent to 62 percent); an average of 26 percent of the acquisition budget was spent on children's materials (ranging from 3 percent to 50 percent).

All of the libraries gave children free access to children's materials; 70 percent gave free access to all materials. While 83 percent require parental permission for a child to have a library card and 92 percent collect fines on overdue children's material, only 30 percent limit the number of items that may be borrowed.

More than half the reporting libraries have staff who work primarily with children (and 80 percent of those have professional children's librarians); 44 percent have no staff whose major responsibility is for children's services.

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1. This section is based on the "Report on Library Services Available to Children in Virginia," compiled from a survey conducted in 1977 by the Children's Services Subcommittee of the Library Development Committee of the Virginia Library Association. Members were Fran Freimarck, Genevieve Smith, and Nancy Silcox.

CHILDREN'S PROGRAMS

More than half of the libraries have special programs that include preschool storytime, film programs, summer reading clubs, and crafts. From 20 percent to half have older children's storytime and puppet shows; fewer than 20 percent have other services such as book discussion, book making, junior friends, dial-a-story, pet shows, and contests.

Half of the libraries reported some form of outreach service to children. This service included library visits to day care centers; story hours at day care centers; home visits; bookmobile stops at foster homes, to summer playgrounds, and to Reading Is Fundamental programs; film programs at rehabilitation centers; deposit collections at summer playgrounds; hospital booktrucks; Cerebral Palsy and diagnostic school visits; stories in parks; visits to psychiatric centers; and film programs for handicapped and retarded children.

PARENT-SUPPORT ACTIVITIES

Nineteen libraries reported parent-support activities conducted by the children's department. Parenting classes, family life series, workshops on reading with children, lectures for adults on children's literature, child development classes, mothers' meetings during story hours, and seminars on reading levels are among the parent-support activities reported.

COOPERATION WITH SCHOOL LIBRARIES

Nine libraries reported formal agreements between public and school libraries in the areas of reciprocal borrowing, cooperative summer reading programs, book deposits in private schools, and bookmobile services to public schools. A large majority reported school class visits to the public library, and most children's librarians visit schools.

Twenty-four libraries reported some form of cooperation with schools. They included bookmobile visits to schools, teachers' loans, reciprocal borrowing, programs in schools, classroom loans, tours for classes, workshops with school librarians, and book deposits in schools.

COOPERATION WITH OTHER AGENCIES

Forty libraries reported cooperative arrangements with agencies and groups other than public libraries. The most often reported activities were pre-school and Head Start story hours and work with recreation departments. Some also reported work with women's groups in programming for children, film programs for church youth groups, and work with Reading Is Fundamental groups.

NEEDS EVIDENCED BY THE SURVEY

The findings of the study seemed to indicate the need for numerous actions, some of which are

1. Standards for children's services.
2. A consultant for children's services at the state level for public libraries.
3. Exchange of information and coordination of services between school librarians and public children's librarians.
4. Study of need to coordinate school and public library collections.
5. Study of services to young adults.

YOUNG ADULT SERVICES[1]

Survey questionnaires were mailed to 230 public libraries and 174 responded. The percentage of total returns was 75% which is comparable to the 70% return rate of the children's survey.

AGE OF YOUNG ADULT CLIENT GROUP

In general, most libraries consider a young adult as someone between the ages of 12 and 18 or 21. This corresponds closely to the target group designated by libraries in Virginia, with the highest concentration of targeted ages in the 13 to 17 year old group. These findings indicate that Virginia libraries have a clear idea of who they are designating as young adults.

MATERIALS

Of the 174 libraries surveyed, 165 (95%) indicated that they have young adult materials in their collection. The majority of libraries (137 or 83%) have materials that are both school related and recreational.

To the question "what percentage of your total materials collection is young adult," only 48 libraries indicated that the percentage was measurable. For these libraries, the average (mean) percentage was 11.5. Since most libraries indicate that their young adult materials are both school related and recreational, the figure of 11.5% is not very high. The Children's Survey reported that children's materials accounted for an average of 30% of libraries' collections.

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[1] This section is based on the "Survey of Young Adult Services Provided by Public Libraries" conducted in 1980 by a committee formed under the auspices of the Children's and Young Adult Roundtable of the Virginia Library Association and the Library Development Committee.

A crucial question concerning young adult materials is the location of these materials in the library, inasmuch as in libraries accessibility often determines use. The fact that 90 (55%) libraries surveyed have a separate collection is encouraging. Less encouraging is the fact that of the 117 libraries who interfile young adult books with adult books, 48 (41%) do not mark these books. And of the 76 libraries who interfile with children's 48 (63%) do not mark these books.

The survey shows a wide variety of young adult materials in Virginia libraries. Hardbacks and paperbacks appear to be divided equally between being designated for young adults and being in the general collection. The majority of other types of materials for young adults are in the general collection. This, along with the fairly high percentage of libraries who do not mark interfiled YA materials, has implications about accessibility of materials and should be addressed in the Guidelines for Young Adult Services.

Only 18% (30) of libraries report having some kind of separate budget for YA materials.

PERSONNEL

Eight-one percent (141) of the surveyed libraries report that someone has responsibility for YA work, with 19 (11% of 174) reporting that they have someone designated as YA librarian. The average amount of time spent on YA work is 14.8% with a range of 1% to 90%. Except for those designated as young adult librarians, it appears that others having young adult work as part of their responsibility do not have it as their major responsibility.

PROGRAMS AND INTERAGENCY COOPERATION

Sixty-six libraries replied to the question of number of programs for young adults, reporting an average of 9.2 programs a year. Films and book discussion clubs were the most popular types of programs.

Cooperation with schools ranks high as a type of activity with 61% (106) reporting that school classes visit the library and 49% (102) reporting some kind of informal school/public library cooperation. Thirty percent of libraries (52) report cooperation with other types of agencies, such as Ys, Youth Clubs, and local government agencies.

POLICY STATEMENT

Of the 165 libraries with young adult materials in their collections, only 15% (25) report having some kind of policy statement.

SUMMARY AND COMMENTS

In general, the survey is encouraging, not just in terms of what is going on in YA services, but in the desire expressed by many librarians for more and better services for young adults and for the education and support of personnel to perform these services. Favorable or neutral comments about YA services far outweighed any negative ones. All of this taken together indicates that there is a definite desire for and a need for growth in young adult services in Virginia. Certainly the survey and the projected guidelines put Virginia in the forefront of states addressing the question of young adult services.

INSTITUTIONAL LIBRARY SERVICE

In Virginia today there are nearly 20,000 people confined in publicly supported institutions administered by the Department of Corrections, the Department of Mental Health/Mental Retardation, and the Department of Rehabilitative Services. This figure does not include the thousands in the city and county jails, public and private hospitals, and other "extended care" facilities scattered throughout the state. These institutions vary enormously in size, purpose, treatment orientation, and duration of confinement. The patients and inmates themselves vary as greatly, inasmuch as one may be institutionalized for physical or mental disorders as well as criminal behavior. But one common problem of the institutionalized is severe lack of access to quality library services. The reasons for this discrimination are numerous and complex. Some factors in influencing the condition of their library service are

1. The users are largely powerless to affect their environments and have no way to express their needs.
2. Libraries are often viewed by administrators as purely recreational rather than integral parts of the treatment goal.
3. There is a shortage, frequently a severe one, of properly trained staff.
4. The requirement of physical space and substantial sums to establish multi-sensory, multi-media, multi-lingual libraries for all the varied needs of these communities overwhelms limited budgets.

The picture, however, is not unrelieved gloom. LSCA Title I funds and matching state funds administered through the Library Development Branch of the Virginia State Library have been used since 1968 to establish and offer support to libraries in 63 state institutions. Statistics gathered for FY 1982-1983 show that there are 8,903 adults and 1,012 juveniles in the twelve major prison facilities, twenty-seven field units, and ten

learning centers administered by the Department of Corrections. Eleven of the adult facilities and seven of the learning centers have full-time librarians. The Department of Mental Health and Mental Retardation serves 7,111 patients in thirteen hospitals. Four have librarians who work full time while nine have staff who have library-related as well as non-library-related duties. The Department of Health and the Department of Education have funded libraries that maintain multi-media collections, heavily used interlibrary loan channels, and special programs tailored to institutional or individual needs. Woodrow Wilson Rehabilitation Center, under the Department of Rehabilitative Services, has a full-time librarian to serve over 2,000 residents annually.

For the persons confined in smaller institutions, library service is less readily available. Public libraries have expanded their programs to meet the needs of many special groups. A survey taken in 1982 revealed that thirty-two public library systems offer service to thirty-six local jails, while eleven systems offer limited service to twelve jails. Other public libraries offer programs for the aged and the mentally retarded. However, the public libraries lack the resources of staff, time, and money to reach all of the institutionalized.

Institutional library service is not a single concept. It is a combination of many goals and services: offering a high-interest, low vocabulary sports novel to a juvenile just learning to read; teaching a retarded child to reconstruct a puzzle; using music from a circus parade to reach a withdrawn geriatric patient; or offering "lessons" in filling out income tax forms or job applications for soon-to-be-released inmates. Just as in any other library, the need of the user of information determines the design of the service.

SERVICE TO THE VISUALLY AND PHYSICALLY HANDICAPPED

There are more than 8,900 individual readers who use the special services of the Virginia State Library for the Visually and Physically Handicapped. This library, established in 1958 by the Library of Congress with the cooperation of the Virginia Department for the Visually Handicapped, receives state support as well as LSCA Title I funds through the Virginia State Library. Receiving materials from the Library of Congress, the Virginia State Library for the Visually and Physically Handicapped and its eight subregional libraries offer services in forms usable by the blind and the physically handicapped. Such services include books and magazines in Braille, record, tape, and large print formats; readers' advisory and reference services; loan of equipment, such as cassette tape recorders with speed controls; and coordination of regional activities. In 1982-83, the libraries circulated 235,000 items in all special formats to 7,200 individuals and more than 280 institutions and deposit stations.

The types of materials available are the same as in any large library system. The Division for the Blind and the Physically Handicapped of the Library of Congress provides more than eighty magazine titles monthly, and well over 2,000 new book titles yearly in various formats. The Virginia State Library for the Visually and Physically Handicapped has purchased recording equipment to provide books of predominantly local interest. Volunteers record issues of items such as *Virginia Wildlife*, *Virginia Cavalcade*, and *Cobblestone*, a magazine for children.

To be eligible to receive the free services one must be legally blind, visually impaired, physically handicapped (have cerebral palsy, crippling arthritis, etc.), or reading disabled.

ACADEMIC LIBRARIES

The Commonwealth of Virginia has seventy-four institutions of higher education, of which thirty-nine are publicly supported and thirty-five are private. Of the publicly supported institutions, fifteen are four-year and twenty-four are two-year institutions (twenty-three are community colleges). Of the private institutions, thirty-three are four-year and two are two-year institutions. The Fall 1983 total headcount enrollment of full time and part time students was 294,789. Of the total student body, 13 percent attended private institutions and 87 percent attended public institutions.

In 1982-83 Virginia colleges and universities conferred 43,788 degrees. In Fall, 1983, Virginia's public institutions offered more than 1,500 degree programs.

In 1982-83, the libraries of the institutions of higher education reported holdings, in all formats, of more than 23 million items. Of these, 68 percent were held by public four-year institutions. In 1982-83, total library expenditures in state supported institutions were $40.4 million.

The purpose of the academic library is to support the research and instructional programs of the institution. Library faculty work closely with students, researchers, and teaching faculty to utilize informational materials to their fullest. This has come to include interacting with on-line bibliographic retrieval services, extending interlibrary loan activities and developing bibliographic instructional programs so that students have a greater awareness of the resources available to them. Much of the use of library resources in the academic library is for on-site reference and research activities–activities that may be partially counted in some institutions but for which accurate figures are lacking. The only statistical measures of use recorded by all libraries are circulation of materials and interlibrary loan. In 1982-83 all institutions circulated 4.5 million items; 63percent were circulated by public four-year institutions.

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

The Council of Higher Education is composed of eleven members appointed by the governor for four-year terms. The council maintains a staff in Richmond.

The council functions as a coordinating agency for all state-controlled institutions of higher education, with emphasis on long-range planning and research. The council serves in an advisory capacity to the governor, the General Assembly, and state institutions. It acts as Virginia's Postsecondary Education Commission and carries out activities and responsibilities assigned to the commission under sections 1202 and 1203 of the Higher Education Act of 1965 as amended.

LIBRARY ADVISORY COMMITTEE

To assist the Council in its work, there is a system of advisory committees. The Library Advisory Committee recommends policies and cooperative projects to the council. It is composed of the library directors of public four-year institutions, representatives from special libraries, community college libraries, and private academic libraries, and the state librarian. Of particular importance are its recommendations for staffing and maintenance funding formulas. The committee is chaired by a staff member of the council. In the past, the committee has undertaken the establishment of a teletype communications network and the compilation of a statewide union list of serials. The committee's work has also resulted in the publication of a *Directory of Virginia Library Resources,* which is an identification of strong subject collections throughout the state library community, and a *Manual of Interlibrary Loan Policies of Virginia Libraries,* which is a guide to the interlibrary loan policies of the various libraries in the state. In 1977 the council on recommendation of the Library Advisory Committee adopted and issued a *Virginia Plan for Academic Library Cooperation.*

CONSORTIA FOR CONTINUING EDUCATION

The Council of Higher Education has divided the state into six continuing education regions along state planning district lines and has established within each region a consortium for continuing education. Membership is composed of state-supported institutions within the district, state-supported institutions offering off-campus course work within the district, and private institutions which have joined. Each consortium is governed by a board made up of presidents of the member institutions or their designees. The consortia identify continuing education needs within their districts and plan for and coordinate programs to meet those needs.

Such programs have considerable impact on the libraries of the member academic institutions. What must also be considered in planning is the impact continuing education programs have on public, special, and other libraries. In most of the consortia areas, librarians from all types of libraries have formed strong organizations that serve to plan how the educational needs can be met cooperatively.

THE STATE BOARD FOR COMMUNITY COLLEGES

The State Board for Community Colleges is composed of fifteen members appointed by the governor for four-year terms. Each member is considered a member at large charged with the responsibility of serving the best interest of the entire state. The board is responsibile for the establishment, control, an ' administration of a statewide system of publicly supported comprehensive community colleges and is empowered to make necessary rules and regulations to carry out their charge.

Within policies established by the state board, a local board is created for each community college. These boards assist in ascertaining educational needs, enlisting community support, and performing such other duties as may be prescribed by the state board.

The state board must adhere to the policies of the State Council for Higher Education for the coordination of higher education.

ADVISORY COMMITTEE ON COMMUNITY COLLEGES

There is established by law an Advisory Committee on Community Colleges, composed of one member from the Senate, one member from the House of Delegates, and five members appointed by the governor. The committee advises the state board on accreditation of any of the community colleges and on any other matter referred to it by the state board.

COMMUNITY COLLEGE SYSTEM

The Community College System consists of twenty-three community colleges administered by a chancellor, appointed by the state board, and his staff in Richmond. In fall, 1983, the community colleges enrolled 112,336 (headcount) students. During 1982-83 the system expended $171.2 million in educational and general (E & G) expenses, including $6.2 million on library operations (3.61 percent of total expenditures).

SCHOOL LIBRARIES

For the year 1982-83, there were in Virginia 1,698 public school serving 966,110 students. During 1978-79 public school enrollment in Virginia declined and most of the state's localities were cautioned to expect a long-term decline through the 1980s. Primarily because of the declining birthrate school membership was expected to fall below 1,000,000 in the early 1980s and to decline gradually during the next five years. Membership in 1988-89 is projected to total approximately 927,800 students, a decline of more than 80,265 from the enrollment year of 1980-81.

The rate of decline in Virginia's public school enrollment has been less than the national rate because of three factors: a statewide program of kindergarten education recently begun, concentrated efforts to reduce the dropout rate by offering alternative forms of instruction, and lowering the age of entry into the first grade.

During 1982-83, 64,181 instructional personnel served 966,110 students; at the beginning of this decade, with enrollment expected to decline to approximately 927,800 by 1988-89, the requirement for more personnel is still increasing because of new emphasis in areas such as education of the handicapped, remedial education, and vocational education.

STANDARDS OF QUALITY

Since the adoption of the State Constitution of 1970, the General Assembly has been required to adopt Standards of Quality for the public schools. The first standard gives "highest priority" to instructional programs to develop reading, mathematics, and communications skills. It requires the Board of Education to establish, in cooperation with local school divisions, minimum statewide objectives in reading, communications, and mathematical skills

that should be achieved during the elementary and intermediate grades.

LIBRARY MEDIA CENTERS

Of 1,698 public schools reporting in 1982-83, 1,648 reported functioning library media centers; only six elementary schools reported no library media center. (Those without a central library are not in compliance with the Board of Education's standards for accreditation.) In 1964, prior to the passage of the Elementary and Secondary Education Act (ESEA), 25 percent of the schools were without central libraries. Approximately 1,996 school library media specialists, certified by the state board, are responsible for library programs.

PURPOSES AND FUNCTIONS

Often the ability to implement new developments in curriculum and instruction depends upon the quality of the school library media program and its depth of resources, services, and personnel. The library media center, and especially its staff, are catalysts in the educational process. It has been said that the school library is the heart of the educational program. Educational programs which strive to develop students with a satisfactory breadth of skills, knowledge, and attitudes require opportunities for individual instruction on the many varied topics through individual modes of learning. Therefore, the capability to retrieve information from many sources and by various means is essential. The wide variety of learning resources provided by school libraries includes books, periodicals, reference texts, disc and tape recordings, slides, filmstrips, transparencies, films, video tapes, computer software, art reproductions, study prints, realia and the equipment necessary for their use and for production of additional materials.

The school library media center can and often does make the extra effort needed to understand and provide for the special needs of handicapped students. There are many handicapped children in Virginia's schools. Federal and state guidelines require that levels of service equal to that given the non-handicapped must be provided for the blind and partially sighted, the deaf, and any other handicapped child. This includes access to Braille and large-print materials for those with visual handicaps, and captioned visual materials for the deaf. Often overlooked are the physically handicapped and mentally retarded students in state institutions for the blind, deaf, and mentally retarded. Statewide, library media resources and programs for these students vary from excellent to minimal.

FUNDING

In 1982-83, revenues for public schools totaled $2,796,159,255. Of this 92.88 percent was from state and local sources and 7.12 percent was from federal sources. Of the total expenditures, slightly more than half were spent on instruction, the remainder going to such items as administration, transportation, operation and maintenance, and school food service.

Although a detailed annual report is available for each school library at the end of each school year, these reports do not report how much was spent on staffing and operating these libraries. In 1982-83, $8.5 million was spent on library materials.

From 1966-67 to 1976-77, the total cost of K-12 education more than doubled. In recent years taxpayers have reacted negatively to ever-increasing educational costs in the face of declining enrollments. This plus the difficult economic climate of recent years has resulted in more opposition to school budgets. Despite this financially stressful climate, per pupil expenditures continue to rise, but not at adequate rates. Per pupil expenditure in 1969-70 for library materials was $5.06, and had increased to only $8.08 in 1982-83.

RESOURCES AND USES

The libraries hold altogether 15 volumes per pupil. Last year they spent $8.08 per pupil for materials. They hold a total of 15,728,650 volumes. In 1,259 schools, members of the library staff coordinate instructional television; in 1,618 schools there were written materials selection policies; and 1,690 of the libraries provided formal instruction in the use of the library. Supervised summer programs were offered in 110 school libraries.

The Board of Education issued in 1980 the following policy: "The Board of Education places with local school boards the responsibility for the selection, approval and utilization of instructional materials. The selection or exclusion of materials in the classroom or library should be procedurally and substantively consistent with the policies of the local school board." Included with the policy were statements of rationale, policy regulations and suggested procedures for the reconsideration of challenged materials.

Some futurists project that education will become less dependent upon actual school attendance and emphasize the development of survival skills for lifelong learning. Despite such projections it appears that the information and services that a quality school library media program can provide will be important.

STATE BOARD OF EDUCATION

The general supervision of the public school system is vested by the Constitution in a Board of Education composed of nine members appointed by the governor to four-year, staggered terms. The board sets policy and administers the public school system through the State Department of Education. Directing this department is the superintendent of public instruction, who is appointed by the governor to serve at his pleasure.

DIVISION OF INSTRUCTIONAL MEDIA AND TECHNOLOGY

As a part of the Department of Education, the Division of Instructional Media and Technology aids in improving the quality of media services in the public schools. Guidance and leadership are provided by:

Offering supervisory and consultative services through visitation and correspondence, including inservice training for school personnel;

Assisting in establishing library programs in new schools, in reorganizing library programs in schools, and in evaluating on-going programs;

Informing media personnel and educators of the services of the department and of new developments in the library field;

Preparing and distributing lists of recommended teaching materials, bulletins, and memoranda;

Compiling statistics relating to library programs;

Administering the textbook program;

Planning and conducting annual regional media congresses;

Maintaining a Technology Evaluation Center for the use of school personnel;

Reviewing library designs for new schools;

Cooperating with other services of the department by serving on evaluation committees, reviewing applications for federal projects, furnishing statistics and other information, and providing periodical subscriptions for department staff;

TECHNOLOGY EVALUATION CENTER

Since it was opened in May 1974 the Educational Media Center has served people who are interested in media and educational technology.

The following materials and services are available at the Media Center on the 18th floor of the Monroe Tower Building:

A collection of up-to-date print and nonprint media for examination and review for possible purchase;

Permanent collections such as a professional library, professional periodicals, materials about Virginia, state adopted textbooks, and aids for the selection of materials;

Equipment for use in previewing materials and producing media presentations;

Slide collections on various aspects of school media programs;

Conference rooms for inservice meetings, college classes, and other purposes;

Technical services for Department of Education personnel in preparing audiovisual presentations and materials;

Inservice programs devoted to the selection, utilization, and production of media, including courses for noncollege credit certificate renewal.

The professional library has been recataloged and updated. Materials available for loan to department and school personnel include more than 10,052 books, a large collection of print and nonprint materials about Virginia, subscriptions to 271 educational journals, periodicals, and indexes, and department publications, and 73 pieces of microcomputer software.

SPECIAL LIBRARIES

The concept of the special library is both substantive and functional. Substantively, special libraries are libraries usually built around a special collection limited by subject or form in accordance with the interests of its users; functionally, these libraries, which may at times have collections of a general nature, operate in support of the special missions of their sponsoring organizations.

The libraries may be grouped into five major categories:

1. Subject divisions, departmental collections, and professional libraries in colleges and universities.

2. Branches, divisions, and departments, and special collections in large public library systems, which concentrate exclusively upon one particular subject or group of subjects.

3. Company libraries which operate within the framework of a business or industry producing goods, services, or ideas for profit.

4. Governmental libraries, including those serving city departments, bureaus, and boards; state legislative reference libraries as well as those in departments and divisions of state government; and federal libraries within federal departments and agencies and the military establishment.

5. Libraries supported by nonprofit organizations, associations, and institutions, including those of scientific, technical, and learned societies; civic, social, and religious organizations; historical societies; bar associations; museums and hospitals; business and trade associations; and significant private collections available for research use.

There are more than 14,000 special libraries in the United States and Canada. In the latest directory of special libraries, there are listed more than 200 special libraries in Virginia.

There is no typical special library. It may be a medical library; such as the Medical College of Virginia's Tompkins-McCaw Library; or, it may be the library of the Babcock and Wilcox Company in Lynchburg which concentrates on information concerning nuclear generation; or, it may be the library of the United Virginia Bank in Richmond which provides the Virginia financial community with in-depth material in banking and finance; or, it may be

the business, science and technology department of the Richmond Public Library. Collections may range in size from a few hundred to hundreds of thousands of volumes. Staffs may range from one part-time employee to large professional staffs with paraprofessional and clerical support. Some are open to the public; some are not. Almost all of them will lend through interlibrary loan agreements. In that their collections are concentrated on specific subjects, often in great depth, they are important resources for the information community when their holdings can be known.

PLAN FOR LIBRARY DEVELOPMENT

This plan is directed toward the State Library's taking an aggressive leadership role in developing libraries and cooperative programs among libraries. A major area of concern that is reflected in the objectives for improvement of services is that of encouraging all libraries to determine the needs of their patrons and to respond to these needs with staff and materials.

The growth of library automation programs and the potential for networking will affect the pattern of library development in future years. The State Library has made headway in sponsoring retrospective conversion of library catalogs, supporting regional cooperative projects, and publishing a statewide union catalog on microfiche to enhance resource sharing. Development and linking of shared regional automated systems is the next step in the evolution of a statewide library network.

The State Library is charged with maintaining a collection of books and other materials and with making them available to the public. As part of its responsibility it must assist with the development of public library service in the state and administer state funds designated for public library support.

The State Library is also the agency designated by the U.S. Department of Education to administer Library Services and Construction Act funds allocated to the state. This includes funds for the development of public library service, the State Library, state-supported institutional libraries, library services for the handicapped, interlibrary cooperation and the construction of public library buildings.

In order to achieve the objectives of this plan the State Library will:

Continue to administer the state funding for public and institutional libraries, and for library cooperation and networking.

Determine the best use of federal funds within the guidelines of the Department of Education.

Study the library needs of all types of libraries in the state and determine the State Library's relationship to these other institutions.

The success of the program as outlined will depend on the response of librarians, library boards, administrators of other state institutions, local state and federal legislators, and the general public to the need for improved library service.

GOAL:

THE ESTABLISHMENT AND DEVELOPMENT OF PUBLIC LIBRARY SERVICE THROUGHOUT THE STATE.

1. Problem:

Public libraries in the state now hold an average of 1.95 volumes per capita. The state standard calls for an average of 2.5 volumes per capita.

Objective:

To bring book collections in existing libraries up to state standards.

Strategies:

(a) The State Library Board will continue to seek additional state funding.

(b) Local library boards will continue to seek additional local funds.

(c) Local library boards and governmental officials will keep their state and national representatives informed of the need for additional funds for library materials.

(d) State Library personnel will advise local libraries in techniques of analyzing their communities and collections in order to ensure that the materials are compatible with the needs of the residents.

(e) The State Library will sponsor a workshop within the next year to explore alternative sources of funding.

Evaluation process:

Reports from individual public libraries and statistics showing increases in both services and expenditures.

Observation by the area consultants.

GOAL:

THE ESTABLISHMENT AND DEVELOPMENT OF PUBLIC LIBRARY SERVICE THROUGHOUT THE STATE.

2. Problem:

There are 9 counties which do not have county wide public library service. There are 7 counties with limited service.

Objective:

To establish library service in the unserved areas by 1988.

Strategies:

(a) The staff of the Library Development Branch will continue to work with citizens and governmental officials in these areas in an attempt to prove to them what quality library service can mean to the community. The staff will enlist the aid of librarians in the area to help in this endeavor.

(b) The staff will work with existing agencies in these counties to become better acquainted with the needs and problems of the area. The State Library will offer incentive grants for the establishment of county wide libraries in these areas.

(c) The State Library will offer incentive grants for the establishment of county wide service in these areas.

(d) State Library staff will work with those libraries with limited service in their efforts toward meeting the requirements for state aid.

Evaluation process:

Observation of interest shown in establishing county wide library service. Actual reduction of number of unserved persons.

GOAL:

THE ESTABLISHMENT AND DEVELOPMENT OF PUBLIC LIBRARY SERVICE THROUGHOUT THE STATE.

3. Problem:

There are now only 478 professional librarians working in Virginia public libraries as compared to the national guidelines of one per 6,000 persons, or 871. There are now 18 regional, county, and city libraries which have no professional librarian on the staff. Of these, 10 meet all the other requirements for grants-in-aid.

Objective:

To increase the number of professional librarians employed in the state so that each library, regardless of the size, will have at least one professional and that every major department of larger libraries will have as its head a qualified person.

Strategies:

(a) The State Library staff will assist local libraries in analyzing positions and in writing job descriptions.

(b) Local libraries will seek funding for these positions.

(c) The State Library will review its policy of limiting the use of state and federal grants-in-aid for salaries and seek alternative allowable expenditures.

Evaluation process:

Reports from local libraries of number of professional positions established and filled.

Numerical progress toward objective.

GOAL:

THE ESTABLISHMENT AND DEVELOPMENT OF PUBLIC LIBRARY SERVICE THROUGHOUT THE STATE.

4. Problem:

There are now 12 regional, 31 county, and 13 city libraries that serve fewer than 60,000 persons.

Objective:

To obtain quality library service for these areas at the lowest possible cost.

Strategies:

(a) The State Library will offer incentive grants for these areas to join together in regional library systems.

(b) The staff of the State Library will work with the local library boards and governments to achieve the best patterns of organization.

(c) Where formal regionalization is not feasible the State Library will encourage the development of plans for cooperation among the libraries.

Evaluation process:

Actual number of small libraries which join together or join a larger library to form a more economical unit.

GOAL:

THE ESTABLISHMENT AND DEVELOPMENT OF PUBLIC LIBRARY SERVICE THROUGHOUT THE STATE.

5. Problem:

There is a need for the staffs of all libraries to upgrade, refresh, or gain skills in their particular areas of responsibility.

Objective:

To develop continuing education programs which will help library personnel to improve services in all types of libraries.

Strategies:

(a) The State Library staff will assist public libraries in setting up and conducting in-service workshops on local and regional level.

(b) The State Library will continue its grants to individual librarians to enable them to participate in continuing education programs.

(c) The State Library will give priority to conducting in-state workshops with the cooperation of educational institutions and the Title III Continuing Education Committee.

(d) The Title III Continuing Education Advisory Committee will plan and conduct two workshops each year that are of interest to a cross-section of the library community.

(e) Libraries will grant educational leave with pay and will encourage all professional and paraprofessional staff to participate in at least one training program every two years.

(f) The State Library will sponsor and fund annual Management Development Programs.

(g) The continuing education consultant will develop a plan for assessing needs for library personnel, both professional and non-professional.

Evaluation process:

Reports from local librarians evaluating the effect that continuing education programs have had on their staff and their libraries' service program. Participants' evaluations of individual programs.

GOAL:

THE ESTABLISHMENT AND DEVELOPMENT OF PUBLIC LIBRARY SERVICE THROUGHOUT THE STATE.

6. Problem:

As part of the Requirements for Grants-in-Aid, each library must prepare a five year plan with an annual up-date.

Objective:

To encourage and assist each public library in the state to develop a long-range plan of library service which is responsive to the needs and desires of their community.

Strategy:

(a) The State Library staff will advise librarians on conducting community analysis and on the planning process. Small workshops will be held on a regional basis when it is deemed feasible.

(b) A workshop will be held on the techniques of evaluating present services by using output measures.

Evaluation process:

The actual report and plan prepared by the individual library at the end of the workshop(s). The improvement of library services as reflected in annual reports and statistics.

GOAL:

THE ESTABLISHMENT AND DEVELOPMENT OF PUBLIC LIBRARY SERVICE THROUGHOUT THE STATE.

7. Problem:

Trustees are often unaware of their responsibilities.

Objective:

To educate trustees so that they will be able to carry out their duties as governing or advisory boards.

Strategies:

(a) The State Library has developed and will periodically update a handbook for trustees.

(b) The State Library, in conjunction with the Trustees' Section of the Virginia Library Association, will conduct workshops at least once a year for trustees.

(c) The State Library will encourage trustees to participate in continuing education programs that are relevant.

Evaluation process:

Observation of trustees' activities and reports from libraries.

GOAL:

THE ESTABLISHMENT AND DEVELOPMENT OF RESIDENTS' LIBRARIES IN STATE SUPPORTED INSTITUTIONS THROUGHOUT THE COMMONWEALTH.

1. Problem:

Of 37 institutional libraries, only 9 have a professional librarian.

Objective:

To have each residents' library supervised by a professional librarian.

Strategies:

(a) Continue to meet with administrative personnel in the Department of Mental Health/Retardation to justify the need for professional positions.

(b) Continue meetings with the Superintendent of the Rehabilitative School Authority to discuss appointments to the RSA libraries within correctional institutions.

(c) Prepare, with the assistance of the appropriate department personnel, adequate budget requests for the minimum position of Librarian A in each institution with a residential population of over 100.

Evaluation process:

Increase in number of resident's libraries with a certified librarian.

GOAL:

THE ESTABLISHMENT AND DEVELOPMENT OF RESIDENTS' LIBRARIES IN STATE SUPPORTED INSTITUTIONS THROUGHOUT THE COMMONWEALTH.

2. Problem:

There is no long-range plan of development.

Objective:

To develop a five-year plan, with annual revisions, for each type of institution. (mental health/mental retardation, correctional, juvenile).

Strategy:

(a) The institutional consultant will work with the library coordinator and individual libraries in developing plans.

Evaluation process:

Actual plans for development of these libraries.

3. Problem:

There is no written materials selection policy for hospital libraries.

Objective:

To write a materials selection policy for residents' libraries.

Strategy:

(a) The State Library will initate this action.

Evaluation process:

Publication of materials selection policies.

GOAL:

THE ESTABLISHMENT AND DEVELOPMENT OF RESIDENTS' LIBRARIES IN STATE SUPPORTED INSTITUTIONS THROUGHOUT THE COMMONWEALTH.

4. Problem:

There have been no formal studies of needs of residents in the institutions.

Objective:

To have each librarian assess the institution as to:

1. location of each segmented group of residents
2. how informed residents are about the variety of library services
3. particular problem areas, such as staff and security.

Strategies:

(a) Design a checklist for each librarian to use in the assessment of adequacy of library services.

(b) Consult with each librarian before the specified checklist deadline as to methods and thoroughness.

(c) Meet with the librarians in a workshop setting after the checklists have been returned to discuss ways of implementing various programs for obtaining full access.

(d) Design a follow-up questionnaire for residents at the end of a year so that we can evaluate the success of these strategies.

Evaluation process:

The completion of the standards for, and assessment of, the libraries. Resident use of libraries as reported by the librarians. Impact on the institutions as reported by the administrators.

GOAL:

PROVISION OF LIBRARY SERVICE TO THE VISUALLY AND PHYSICALLY HANDICAPPED.

1. Problem:

There are 8,900 persons in the state that now use the services of the State Library for the Visually and Physically Handicapped or the 8 sub-regional libraries. Figures are not available for the remainder of the population who cannot use conventional reading material.

Objective:

To provide materials for use by those persons who cannot use conventional reading material.

Strategies:

(a) Continue with the Department for the Visually Handicapped to strengthen their program.

(b) Encourage public libraries to purchase materials.

(c) The State Library will purchase appropriate materials and equipment for public libraries as funds allow.

Evaluation Process:

The number of new readers and circulation as reported by the State Library for the Blind and Physically Handicapped and the public libraries. Reports from public libraries.

GOAL:

PROVISION OF LIBRARY SERVICE TO THE VISUALLY AND PHYSICALLY HANDICAPPED.

2. Problem:

The handicapped do not have complete access to all libraries services because of physical barriers and materials format.

Objective:

To ensure that all programs and materials provided by the libraries are accessible to the handicapped.

Strategies:

(a) Work with libraries to make them aware of the needs of the handicapped.

(b) Assist libraries with planning and in the training of staff on the best methods of serving the handicapped.

(c) Advise libraries on the use of existing facilities, and in conducting programs in places that are accessible to the handicapped.

Evaluation process:

Observation of the accessibility of library materials and programs for the handicapped reported by libraries.

GOAL:

THE DEVELOPMENT OF LIBRARY SERVICES TO THE DISADVANTAGED.

Problem:

Libraries often are not aware of all of the needs of their citizens, particularly those persons who do not use public libraries.

Objective:

To establish and promote services and the purchasing of materials for those persons who find it difficult to use public libraries by virtue of being educationally or culturally disadvantaged; visually or physically handicapped; confined to institutions; aged; or having limited English-speaking ability.

Strategies:

(a) The State Library will assist local libraries in developing these services and offer grants from LSCA funds.

(b) The State Library will offer advice to local libraries on advertising these services in an attractive and relevant way to these potential users.

(c) The State Library will purchase relevant materials and place them in libraries for use by these constituencies.

(d) The State Library will conduct a workshop on literacy in 1985 and will conduct other workshops to promote services to disadvantaged groups.

(e) The State Library staff will work with local libraries in identifying areas with high concentrations of limited English speaking and will assist the libraries in conducting needs assessments.

Evaluation process:

Reports from librarians indicating increased usage of libraries by these persons; amount of material purchased which is of particular value to these persons; the number of services offered to them.

GOAL:

THE DEVELOPMENT OF MAJOR URBAN RESOURCE LIBRARIES

Problem:

Major urban resource libraries often serve as a regional reference resource used by patrons from other jurisdictions.

Objective:

Improve the ability of major urban resource libraries to handle increased demand on collections and staff.

Strategies:

(a) Allocate LSCA-MURLS funds to designated major urban resource libraries for strengthening collections.

(b) Assist designated major urban resource libraries in development of automated systems to improve staff efficiency.

Evaluation process:

Increase in collections, and implementation of automation.

GOAL:

THE CONSTRUCTION AND IMPROVEMENT OF PUBLIC LIBRARY BUILDINGS THROUGHOUT THE STATE.

Problem:

In almost all library systems there is an acute shortage of housing space. The estimated need is for 1,400,000 additional square feet in both headquarters and branches.

Objective:

To achieve the standard of .6 of a square foot per person in the service area for all libraries within ten years.

Strategies:

(a) Local libraries will develop master plans to meet building needs for 10 to 20 years. The State Library will assist local libraries in developing these plans.

(b) The State Library will assist localities in investigating all possible sources of funding.

(c) The State Library and local libraries will work toward having Title II (construction) of the Library Services and Construction Act funded on an annual basis.

Evaluation process:

Number of construction projects and reduction of deficit space.

GOAL:

THE DEVELOPMENT OF A STATEWIDE AUTOMATED LIBRARY NETWORK.

Problem:

A number of libraries have embarked on automation programs. Planning for the best use of automation programs must be coordinated.

Objective:

To assist libraries in converting their card catalogs to a machine readable format.

Strategies:

(a) Maintain the statewide data base which can be used for retrospective conversion.

(b) Continue the state contract for conversion of bibliographic records.

(c) Encourage libraries to convert records by awarding grants of LSCA and state funds for this purpose.

Objective:

To implement compatible systems in the libraries throughout the state.

Strategies:

(a) Work with the State Networking Users' Advisory Council to determine which systems would best serve this purpose.

(b) Encourage and assist library directors in specifying and installing systems that are compatible.

Objective:

To determine the most cost/effective network architecture.

Strategies:

(a) Study various communications options to determine the most cost/effective network architecture.

(b) Coordinate needs with the state Department of Management Analysis and Systems Development and Department of Telecommunications.

(c) Award grants of LSCA and state funds to establish these communications links.

Evaluation process:

Evolution of a statewide library network as determined by increasing number of communications links and shared systems.

GOAL:

THE PROVISION OF COOPERATIVE SERVICE FOR ALL LIBRARIES IN THE STATE.

Objective:

To encourage all libraries to seek ways to increase the use of their materials and staffs through cooperative efforts.

Strategies:

(a) The State Library will continue to maintain and enlarge a statewide bibliographic data base.

(b) The State Library will continue to maintain the union *Catalog of Virginia Library Resources* (CAVALIR) for use by all libraries in resource sharing.

(c) State Library staff will continue to work with the Cooperative Programs Committee of VLA, the State Council for Higher Education, and regional groups of librarians and directors to promote interlibrary cooperation.

(d) The State Library staff will assist libraries to develop area-wide plans for networking and sharing resources.

(e) The State Library will continue to support and to strengthen existing cooperative projects such as the interlibrary loans communications systems, the referral center, and ongoing regional cooperative projects.

(f) Coordinate between the continuing education programs conducted under Title I and Title III of LSCA.

Evaluation process:

The actual observation of the number of cooperative projects and their success. Each project will be evaluated separately.

DISSEMINATION OF LSCA PROGRAM RESULTS

LONG RANGE PROGRAM

The Long Range Program was developed with the advice of the State Advisory Council on Libraries (see Attachment 8 for membership) and the U. S. Department of Education administrative librarian. The Program will be distributed to the State Library Board (see Attachment 9 for membership), the Governor, the Secretary of Education, local libraries and boards, state depository libraries, other state libraries and, through the A-95 process, to the twenty-two regional planning districts in Virginia.

ANNUAL STATISTICS

The State Library annually publishes *Statistics of Virginia Public Libraries and Institutional Libraries.* This document is disseminated to public, institutional, academic, special, and other state libraries. The *Statistics* are also sent to state depository libraries, the Governor, Lieutenant Governor, Secretary of Education, city, county, and town managers, library boards, local boards of supervisors, twenty-two regional planning commissions, and local newspapers.

OTHER COMMUNICATIONS

Reports of notable projects funded through LSCA and other sources are reported in various publications including the newsletters of the State Library and the Virginia Library Association, and in local newspapers. State Library Consultants discuss LSCA projects at regional directors' meetings and during visits to local libraries.

COORDINATION OF LSCA WITH OTHER LIBRARY PROGRAMS

COORDINATING BODIES

State Library staff work with many organizations which represent the spectrum of library services in the Commonwealth. By maintaining an awareness of library activities in Virginia, the State Library coordinates LSCA programs to avoid overlap and conflict. In the same manner, the State Library will assert leadership within coordinating groups to assure the orderly development of libraries and library programs. State Library staff attend meetings of the following library related organizations:

A. State Networking Users Advisory Council (see Attachment 10 for membership). SNUAC is appointed by the Governor to advise the State Library Board on networking matters.

B. Title III Continuing Education Committee (see Attachment 11 for membership). The Title III Committee assists the State Library in planning and conducting co-tinuing education activities of value to a cross-section of the Virginia library community.

C. Library Advisory Committee of the State Council of Higher Education in Virginia (see Attachment 12 for membership). LAC is a coordinating committee of academic library directors representing public, private, and two-year institutions.

D. Regional Library Director's Organizations:

1. Library Technical Committee of the Washington DC Council of Governments (COG) - multitype.
2. Western Region Consortium - academic.
3. Capitol Consortium - multitype.

4. Northern Virginia Consortium - multitype.

5. Tidewater Consortium - multitype.

6. Lynchburg Cooperative - multitype.

7. Greater Augusta Library Organization - multitype.

8. Richmond Academic Library Consortium - senior academic

9. Tidewater Area Library Directors - public.

10. Richmond Area Library Directors - public.

11. Roanoke Valley Library Association - multitype.

E. Virginia Library Association. State Library staff serve on the VLA Council, on functional committees such as Cooperative Programs and Library Development, on regional committees, and on special interest forums.

CRITERIA USED IN AWARDING LSCA FUNDS

The Basic State Plan (Attachment 13) sets the criteria used in awarding LSCA funds. This assures matching state and local funding and establishes as a minimum expenditure for institutional and physically handicapped aid the amount expended two years previous. Criteria for awarding Title II construction grants are specified under Criteria and Regulations for the Administration of Title II, LIbrary Services and Construction Act (Attachment 14). These allow for appeal to the State Library Board by unsuccessful applicants. Guidelines for Submitting Grant Proposals for Cooperative Projects (Attachment 15) lists criteria, policies, and procedures used in awarding Title III grants. All grants are formalized through a contract with the local governing body (Attachment 16 - sample contract).

EVALUATION OF LSCA PROJECTS

ANNUAL REPORTS

Each library receiving grants-in-aid must submit a project report and a certified financial statement at the end of the grant year. These assess the grant and show funds expended in its support. Grant recipients also submit statistical information which is analyzed by State Library staff in relation to grants. These documents are used in preparing the State Library's Annual Report on LSCA programs.

CONSULTATION

State Library area consultants work with grantees in implementing LSCA funded projects. Through library visits, attendance at library director's meetings, and frequent telephone conversations, the consultants maintain close contact with their assigned libraries. Direct observation is a major factor in evaluating libraries' progress in meeting the terms of LSCA grants.

ATTACHMENTS

Attachment 1

VIRGINIA GOVERNOR'S CONFERENCE ON LIBRARY AND INFORMATION SERVICES

MARCH 29 30 31, 1979

RESOLUTIONS ADOPTED BY THE DELEGATES ON MARCH 31

QUALITY OF BASIC SERVICES

Needs Assessment

No. 1 Whereas, This delegation feels that it is imperative to ascertain unmet needs for library service of Virginia citizens, and to ascertain the effectiveness and quality of services rendered by our libraries;

Resolved, That the State Library establish and make available to all libraries criteria and techniques for community surveys and provide assistance in conducting and analyzing results of these surveys; and,

Resolved, That the performance and effectiveness of libraries should be evaluated regularly by an appropriate group comprised of users, trustees, staff, and representatives from the general community.

Expansion of Services

No. 2 Whereas, This delegation supports and encourages innovations and expansion of library services to meet library needs of Virginia citizens;

Resolved, That libraries expand their services to include programs, materials, information service, and staff expertise to serve all facets of their community, including non-English-speaking citizens, bi-cultural groups, or any disadvantaged groups.

Statewide Borrowing Card

No. 3 Whereas, This delegation is deeply concerned that the resources of all libraries be made available to citizens in all areas of Virginia;

Resolved, That the Virginia State Library fund a study for the purpose of determining the feasibility of establishing a statewide library borrowing card, and further that this study explore the feasibility of a mandate requiring any library receiving state monies to make available its materials and services to all Virginia residents.

Standards

No. 4 Whereas, This delegation recognizes the need and the importance of upgrading standards of public libraries, school libraries, and college and university libraries both qualitatively and quantitatively;

CONFERENCE OFFICES VIRGINIA STATE LIBRARY 11th & CAPITOL STREETS RICHMOND, VIRGINIA 23219 (804) 786-1489

Resolved, That an appropriate state committee be established with authority to set standards for all types of libraries with particular regard to personnel, space, media collection development, and effective delivery, and that these standards be updated regularly by this committee; and,

Resolved, That standards for architectural design and construction requirements be formulated by this same committee for all library buildings to enhance effective access and use.

EDUCATION, TRAINING, AND MANPOWER

Continuing Education

No. 5

Whereas, There is no required program of continuing education for all librarians;

Whereas, There is a general lack of articulation between the public, special, academic, and school libraries;

Whereas, There is no state plan for library education; and

Whereas, This delegation perceives that many librarians lack sensitivity and awareness of the special needs of some of their users such as those of the physically and mentally handicapped users of library services;

Resolved, That requirements for promotion of library personnel be consistent with training opportunities;

Resolved, That regional continuing education workshops be conducted by an appropriate body for library personnel;

Resolved, That the State Council of Higher Education in cooperation with the State Library be charged with investigating the training and education needs of librarians and others in the information field, that plans be made for delivery systems which meet those needs of para-professionals in all types of libraries, and that the planning group evaluate existing programs to determine the ability to create field-based consortia capable of delivering the educational programs required by those in library and information services;

Resolved, That the Virginia Library Association report of the Needs Assessment Study of Continuing Education be publicized;

Resolved, That an appropriate body institute a statewide staff development program to assist localities with continuing education efforts;

Resolved, That librarians be provided with continuing education opportunities designed to assist librarians in becoming more sensitive to the special problems and needs of patrons such as those of physically and mentally handicapped library users;

Resolved, That the State Library should continue and expand its continuing education programs to all librarians;

Resolved, That the content of continuing education programs for librarians consider the topics: (a) legal obligations and available services to the handicapped, (b) the use of new technology, (c) management procedures, (d) copyright requirements; and

Resolved, That a liaison office be established to offer recognition of library certifications and to recommend standards and curricula for continuing education among the appropriate state library agencies.

Equal Rights in Employment

No. 6 Whereas, Unfair library personnel promotional practices exist throughout the library profession among males and females, varying age groups, the disabled, and minorities; and

Whereas, Few females, members of certain age groups, the disabled, and minorities are found in administrative positions, resulting in inequality of prestige and salary;

Resolved, That an appropriate state body collect statistics on the above groups relative to salary, positions held, age, ethnic background;

Resolved, That the results of the data collection be disseminated publicly;

Resolved, That the persons referred to above, through continuing education opportunities be made aware of their potential; and

Resolved, That an appropriate body review library administrative policies which tend to generate the disparities found among the above groups.

Non-Professional Personnel

No. 7 Whereas, There is no coordinated state training program for para-professional library and media personnel;

Whereas, There is a need for specification of the role and training of para-professional and non-professional support staff; and

Whereas, There is a need for non-professionals to work in school, public, academic, and special libraries;

Resolved, That trained para-professionals can supplement services of professional librarians and that the Virginia Library Association should undertake a study to define categories of para-professional service in all kinds of libraries and the training requirements for each;

Resolved, That the State of Virginia grant recognition and/or certification to the Library Media Technical Assistant as one of the support positions to the professional librarian and list the title and educational requirements of the position within the State Classification System with sufficient explanatory publicity;

Resolved, That the Commonwealth of Virginia develop and implement a basic inservice program for non-professionals and make such a program available in each locality and that training records be maintained at the state level with a certificate being issued to each trainee; and

Resolved, That the employment of para-professionals not be used to replace professional librarians.

Graduate Program of Study

No. 8 Whereas, This delegation believes that an accredited multi-purpose Graduate School, Center, or Institute for Studies in Library Service and Information Studies may be needed in the Commonwealth of Virginia;

Resolved, That the State Council of Higher Education should conduct a comprehensive feasibility study to determine whether such a school should be established;

Resolved, That such a school or program should be conceptualized in the broadest terms to include a comprehensive program embracing the expanding information professional sector; considering the need for research in Library and Information Studies; and also taking into consideration the acute need for continuing education in their field; and

Resolved, That if the study reveals such a need, that the State Council of Higher Education should take appropriate steps to implant such a program in this Commonwealth.

Volunteers

No. 9 Whereas, There is no statewide program for training volunteer workers for libraries;

Resolved, That standards and classifications for trained volunteers be established in the Commonwealth of Virginia;

Resolved, That the State Office of Volunteerism and the State Library work cooperatively toward the development of a volunteer training program for Virginia;

Resolved, That all types of libraries be encouraged to make use of volunteers to their fullest potential;

Resolved, That positions and training be provided volunteers which will include job descriptions and a commitment to terms and/or duration of time; and

Resolved, That packaged programs (TV cassettes and other media) be planned, developed, and exchanged under the leadership of the State Library for training library assistants and volunteers.

Certification

No. 10 Whereas, The validity of the State Board for the Certification of Librarians test is questionable; and

Whereas, Only school librarians are required to be re-certified by the State Board of Education;

Resolved, That the State Board for the Certification of Librarians evaluate the current certification test to determine its validity in terms of relevancy and difficulty; and

Resolved, That all librarians, i.e., school, academic, special, public, be required to be re-certified by the Commonwealth of Virginia resulting in continuous education of librarians and continuous development and upgrading of skills by librarians.

PUBLIC RELATIONS

Lobbying

No. 11 Whereas, Increased library funding depends in part on awareness among public officials of library services and needs;

Resolved, That VLA obtain a professional lobbyist to maintain contact with appropriate public officials for the purpose of promoting the passage of legislation favorable to library service in Virginia;

Resolved, That librarians encourage the establishment of grassroots organizations in the local community to be "shakers and movers" for library support; and

Resolved, That librarians be encouraged to develop lobbying techniques for use in library promotion at all levels of government.

Library Promotion

No. 12 Whereas, Many people are generally unaware of existing library services and have little idea of what programs and resources are possible;

Resolved, That librarians be urged to increase public awareness of library services by such means as establishing strong rapport with the local print and electronic media, establishing Friends groups, communicating through direct mailings to constituents, and preparing media presentations of present and planned services and programs;

Resolved, That librarians be urged to provide continuing education opportunities in public relations for the library;

Resolved, That local libraries be encouraged to proclaim a short period of time to allow people to return overdue materials without payment of fines;

Resolved, That librarians be encouraged to establish outreach services and promote libraries to nonusers by making use of community agencies and public gathering places (shopping centers, barber shops, etc.) to publicize resources and services; and

Resolved, That a nationwide library promotional campaign be initiated at the national level and reinforced through state and local levels, endorsing a "year of the library."

Training and Programs

No. 13 Whereas, Promotion of library service is generally accomplished on the local level by staff members untrained in the skills of public relations and publicity;

Resolved, That this delegation make known to the State Library administration and the State Board of Education the critical needs in the area of public relations and publicity;

Resolved, That a statewide centralized public relations office be established by the Virginia Library Association or the State Library for the purpose of conducting public relations workshops for library staffs and trustees, issuing press releases, coordinating the use of electronic media, and setting up guidelines for local or regional library public relations programs;

Resolved, That the American Library Association be encouraged to recommend inclusion of a course in public relations as a regular part of the library science curriculum in ALA-accredited programs;

Resolved, That this delegation recommend to the White House Conference that federal, state, and local library funding be sought for workshops in library promotion; and

Resolved, That this delegation recommend to the White House Conference that federal, state, and local funding be sought for the employment of public relations specialists in libraries.

Public Image

No. 14 Whereas, The public perception of librarians suffers from stereotypes of the past and from images projected by current media;

Whereas, Some librarians are perceived by other librarians as being elitist, causing lack of cooperation and communication within the profession; and

Whereas, The public perception of library facilities often has been cited as a factor in underuse of library services, especially among the handicapped;

Resolved, That the Virginia Library Association initiate a means for librarians to develop strategies for improving their public image and their image within the profession; and

Resolved, That libraries be encouraged to design their physical facilities, both interior and exterior, so that they are inviting and comfortable.

Community Education

No. 15 Whereas, Most libraries are considered to be educational agencies under the general auspices of the State Secretary of Education;

Resolved, That public libraries work for community education through working with community groups, sponsoring public forums on local issues, hosting concerts and similar events, and cooperating with other educational agencies.

NETWORKING AND COOPERATION

Preservation of Public Records and Private Papers

No. 16 Whereas, The records of the commonwealth and its political subdivisions

are so interrelated and interdependent that the decisions relating to records is a matter of statewide public policy; and

Whereas, Those private papers and non-government records produced by citizens and private organizations in the commonwealth reflect the economic, political, and social activities of its citizens;

Resolved, That the commonwealth recognize the inestimable value of public records and private papers as original source materials both as the products of governments and of its citizens' activities, and recognize the need to preserve those public records of administrative, legal, fiscal, and historical value for informational content as original records to ensure the continuity of government and to protect the rights of its citizens, and also recognize that the care and preservation of public records is a public responsibility; and

Resolved, That the citizens of the commonwealth be urged to cooperate with and to support the several public and private institutions in the commonwealth interested in the collection and preservation of non-governmental records and private papers solicited by these institutions as a record for the future of Virginia's noteworthy present and past.

Research Libraries

No. 17 Whereas, The research libraries of this country are a national resource of great importance to information services; and

Whereas, The collections of these libraries should be as accessible as possible to the citizens of the United States;

Resolved, That the federal government offer one-time grants to academic research libraries wishing to increase access through technological implementation; and

Resolved, That the federal government undertake a ten-year program to fund member libraries of the Association of Research Libraries for purposes of converting the complete holdings records of those libraries into machine-readable form, and that such records be made available to the library and research communities at large.

Resource Sharing

No. 18 Whereas, Libraries must deliver their services within the economic context of intensive competition for resources;

Whereas, The quantity of published material precludes any local library from an acquisition policy of exhaustive holdings;

Whereas, The information needs of society are becoming increasingly diverse and essential for improving the quality of life; and

Whereas, The equality of information access is a precursor to the quality of opportunity guaranteed by our democratic form of government;

Resolved, That the Virginia Library Association Committee on Cooperation

be encouraged to establish guidelines for resource sharing programs among libraries at the local level; and

Resolved, That the development of a coordinated plan of resource sharing be undertaken on the local, state, and national level.

Statewide Automated Network

No. 19 Whereas, Automated networks increase user access to information not otherwise available;

Whereas, Networking can do collectively what individual libraries cannot do independently; and

Whereas, Networks should supplement national, state, and local resources, rather than be a substitute for these resources;

Resolved, That the Commonwealth of Virginia develop an automated network, based on nationally accepted standards, and capable of serving all of the state's libraries (including school media centers);

Resolved, That the coordinating agency provide the means for all types of libraries to be represented in the planning and development of such an automated network, thus allowing widespread dissemination of information on the impact and advantages of networking; and

Resolved, That a statewide network should be considered an additional aspect of library service and should be funded separately, over and above the present budgetary formulas.

Committee for Cooperation and Networking

No. 20 Whereas, The Virginia State Library commissioned a study of an integrated library network system for the Commonwealth of Virginia from The Computer Company of Richmond; and

Whereas, The results of the study unequivocally concluded that the most serious obstacle to network development and planning is the lack of any group to carry activities forward;

Resolved, That the Virginia State Library immediately take the initiative to establish a statewide committee to define and implement resource sharing for the avoidance of duplication and the establishment of library cooperation including networking.

Uniform Standards

No. 21 Whereas, Participation in networks and cooperative projects, both automated and non-automated in nature, requires the adherence to mutually acceptable standards; and

Whereas, Certain national institutions have led the way or are capable of leading the way in establishing standards;

Resolved, That the Library of Congress should act as the center of standards for national bibliographic records and be adequately funded by Congress for its leadership in the national networking movement;

Resolved, That the Machine Readable Cataloging (MARC) format, which is the nationally accepted bibliographic record in machine-readable form, be the basis for any statewide automated networking projects requiring shared bibliographic information; and

Resolved, That the National Commission for Libraries and Information Science (NCLIS) be charged with and funded to promote national acceptance of uniform standards for the development of interlibrary networks.

Funding for Networks

No. 22

Whereas, It has been separately resolved that the citizens of this commonwealth require the free flow of information and access tc information no matter where it is;

Whereas, This access can be provided by a statewide network;

Whereas, This network will constitute a resource available for use by all citizens of the state no matter where they live;

Whereas, Such a network would benefit the industrial growth and wealth of the commonwealth, and will contribute to the cultural, educational, and practical growth of all the citizens of the commonwealth; and

Whereas, Such a network will allow the libraries of the state more efficiently to carry out their charge for the people of the commonwealth;

Resolved, That the government of this commonwealth commit itself to the creation of separate legislation for funding the creation of a data base, to include all of the holdings of all of the libraries in the commonwealth and facilitate their identification, location, and circulation to the people of the commonwealth;

Resolved, That this legislation finance the basic equipment to access that data base in all public systems in the state and circulate materials from it to the people of the commonwealth;

Resolved, That through this legislation the state regulate the future development of automation of libraries in the state to conform to and become a part of such a state network;

Resolved, That the state through legislation actively pursue the goal of bringing all libraries serving students or the general public into such a network, initiating the network with large modules to include data bases from those libraries closest to achieving automated systems;

Resolved, That this be accomplished quickly to avoid the further development with local funds of systems which will not be compatible with the Virginia library network; and

Resolved, That the state government, through those state agencies responsible for libraries and information services, actively promote and encourage cooperation, interaction, and sharing of resources and services among all types of libraries.

SCATS

No. 23 *Resolved,* That the SCATS (State Controlled Administrative Telephone System) system be made available to all local, county, public, private, and school libraries to facilitate communication between libraries and to reduce the cost of interlibrary communication.

Inventory of Public Records

No. 24 *Resolved,* That efforts be initiated to establish a cooperative program to set guidelines for a statewide inventory of public records and manuscripts deposited in library, archival, and historical agencies.

ACCESS TO SERVICES

Services to the Handicapped

No. 25 Whereas, Thirty-six million disabled Americans are largely unrepresentated in the public and private training and delivery system for library and information services;

Whereas, Library and information services programs are often housed in buildings containing many environmental barriers;

Whereas, Most public and private library and school and college programs do not adequately provide library services for the visually, physically and mentally handicapped, the deaf, persons with learning disabilities, and mentally retarded persons;

Whereas, Special research training and demonstration projects to focus on library programs for handicapped persons are needed;

Whereas, Section 504 of the 1973 Rehabilitation Act requires by law program accessibility in the most integrated setting; and

Whereas, P. L. 94-142 requires that all children receive an equal and appropriate education in the most integrated setting, and school and public libraries are integral parts of the educational setting;

Resolved, That the following recommendations and remedies are endorsed by the Virginia Governor's Conference on Library and Information Services:

A. Access to Library Positions, Boards, Library Programs and Library Training Programs

1. That steps be taken to assure that the public and private complex of local, regional and state school and college library programs reflect on their boards and staffs, disabled. And further that communication and support service (recorders, interpreters) be provided to assist as needed.
2. That steps be taken to assure that trainers in library and information

service training programs, as well as students participating in such programs, reflect the disabled.

B. Access to Library Programs and Facilities

1. That steps be taken to encourage more disabled persons to utilize library and information services and that special efforts be made to provide visual services for non-English speaking readers or users of American Sign Language through video tapes, captioned films, and films in sign or foreign language.
2. That immediate steps be taken to ensure all libraries covered by Section 504 complete Transition and Self-Evaluation Plans.
3. That these same libraries commit themselves to strict adherence of said plans, including the required modifications for physical accessibility.
4. That all libraries built in Virginia after 1970 with state, county or local funds be made physically accessible per Virginia Code 2.1-514 through 2.1-521.
5. That any other libraries be encouraged to review with assistance from handicapped persons and groups methods by which their facilities can be made physically accessible.
6. That in all cases either the revised American National Standards Institute standards or the North Carolina Code be used as design standards for modifications or new construction.
7. That each public and private local, regional, and state school and college library develop a plan and have on immediate call interpreters for the deaf, readers for the blind, and assistants for severely handicapped persons seeking library or information services.
8. That library training and continuing education programs provide to library personnel awareness information on the special needs of various disability groups which relates to the use of libraries by the disabled citizens.

C. Access to Materials

1. That public and private local, regional, and state programs establish cooperative arrangements to house and distribute collections of Braille, records and cassettes for blind and physically disabled persons, and captioned films and other necessary equipment such as TTY, for deaf persons.
2. That mentally retarded persons and persons with learning disabilities who have the same types of needs have developed for them library services that are planned with the advice of directors of special education and vocational rehabilitation programs, and are coordinated with Library of Congress programs and multi-sensory services (print books used in conjunction with cassettes or recorded books and captioned films) tailored to their needs.

3. That mentally ill persons have developed for them library programs to train them in skills for independent functioning and that publishers be encouraged to develop materials in this area.
4. That information on the incidence, prevalence, characteristics, treatment, and latest research findings on handicapping conditions be provided through a special statewide service network to the general public.

D. Access to Training and Research Priorities

1. That in conjunction with special educators and vocational rehabilitation counselors, there be developed special training institutes and projects and position descriptions to specify responsibilities of a library clinician: a professional who works to meet the needs of the mentally retarded, persons with learning disabilities, and the mentally ill.
2. That there be developed research and demonstration proposals using various media (print, cassettes, and films) tailored to the needs of mentally retarded, learning disabled, and mentally ill.
3. That there be developed and distributed prototype library building plans that are barrier-free for disabled persons, including elderly citizens with impairments.

E. Access for Persons in Institutional or Correctional Facilities

That the above recommendations be adapted to meet the needs of handicapped persons located in institutional or correctional settings.

No. 26 Whereas, Public libraries are logical and convenient places for the handicapped to seek information;

Whereas, Public libraries have available information about other public services; and

Whereas, Public libraries have available a wide range of bibliographic materials;

Resolved, That state and local agencies cooperate with librarians in the identification of the handicapped so they can become better informed of their local library services;

Resolved, That public librarians organize their staffs to be able to refer handicapped persons to other community resources that can provide them needed specialized services;

Resolved, That public librarians develop specialized bibliographies of materials appropriate to the needs of the handicapped, to be used by the handicapped and those who work with them; and

Resolved, That the Virginia State Library provide consultative expertise in accommodating the handicapped in public library facilities.

Free Library Service

No. 27 Whereas, This delegation believes the charging of fees for public library service is a serious discrimination barrier to access;

Resolved, That this delegation stands in strong support of free public library service.

Improving Access

No. 28 Whereas, The scarcity of library resources in Virginia makes it imperative that the best use be made of all facilities;

Resolved, That school, academic, public, and institutional libraries be open as many hours as possible in evenings and on weekends; and

Resolved, That school, academic, and public libraries offer service to any clientele.

Florence Agreement

No. 29 *Resolved,* That it be recommended to the United States Congress that the United States quickly accede to the 1976 Protocol to the Florence Agreement so as to eliminate U. S. import tariffs on audio-visual and microform materials and materials for the physically handicapped as has already been done by the original agreement for books and other published material.

Teaching Library Skills

No. 30 Whereas, Many persons' ability to acquire the information they need is impaired by the lack of proper training;

Resolved, That teaching of library skills be stressed in public schools at all grade levels;

Resolved, That community classes be offered to develop library skills in adults;

Resolved, That a national program be developed to produce multi-media training materials and plans for teaching library skills; and

Resolved, That national and state standards be developed for teaching library skills.

Legal Reference Service

No. 31 *Resolved,* That libraries of detention and penal facilities and of mental hospitals be provided necessary resources to offer legal reference service to persons confined.

Distribution of State Documents

No. 32 Whereas, Access to government publications is an important right of all citizens;

Resolved, That there be a clear designation of responsibility for wide distribution of Virginia state documents on a continuing basis among its publicly supported libraries.

Selection Guidelines for School Librarians

No. 33 *Resolved,* That the State Board of Education issue clear, written materials selection guidelines to assist school librarians in selecting materials.

Literacy

No. 34 *Resolved,* That libraries develop and implement literacy training programs;

Resolved, That librarians make public officials aware of the seriousness of the problem of illiteracy; and

Resolved, That public and institutional libraries be encouraged and funded to provide coordination, location, and materials for community literacy programs.

Unserved Areas

No. 35 *Resolved,* That the State Library consider mechanisms for providing accessibility to public library service where none now exists;

Resolved, That in every area where no public library service exists, the State Library designate a person to receive information on changes in library legislation, innovations in services, and other relevant material; and

Resolved, That the commonwealth in association with local governments, give highest priority to establishing public library service where such does not now exist.

GOVERNANCE AND FINANCING

Funding

No. 36 Whereas, Provisions now exist in the laws of Virginia and the United States for the funding of libraries and information services at levels substantially above the amounts of money actually appropriated from year to year for these purposes; and

Whereas, To meet the recognized needs of the public for these services full funding pursuant to existing law is required;

Resolved, That the General Assembly of Virginia and the Congress of the United States are urged to appropriate full funding in their next budgets so that

the public's needs for these services can be met.

Future Funding

No. 37 Whereas, Information, its widest dissemination, and accessibility to all are matters of greatest importance to our people;

Whereas, Cultural enrichment and constructive mental and esthetic recreation are essential for life development and fulfillment of our people;

Whereas, Public libraries must play prominent roles in providing all of these needs for information, education, and recreation for all people;

Whereas, Public libraries in many areas must improve their services to individuals, to organizations, and to school, academic and special libraries;

Whereas, Many public libraries are too limited in funding provided by their local governments, and financial constraints are increasing for local governments;

Whereas, The state government of Virginia has an inherent interest and responsibility for the improvement of public libraries; and

Whereas, The federal government also has the same inherent interest and responsibility for the improvement of public libraries;

Resolved, That for the purpose of future legislation this Virginia Governor's Conference on Library and Information Services supports and advocates the principle of required funding at adequate levels of public libraries by local governments, required by the state government; that this level be required to be at least $5 per capita per year, that the state government require itself to contribute at least $3 per capita per year to all public libraries, in addition to providing for costs for all public libraries to participate in networks for all types of libraries all over Virginia, that the federal government require itself to contribute at least $1 per capita for all public libraries, in addition to providing for a national network of libraries, and that these amounts be increased as continuing inflation may make necessary.

Public Library Construction

No. 38 Whereas, The standards for public library service adopted by the Virginia State Library require that libraries of a specified size be available within a stated distance of potential users in urban and rural areas of this commonwealth;

Whereas, These standards further specify alternate forms of service when library buildings are not appropriate, and the volume of business at any outlet which should dictate upgrading it from some other form of public library service to a branch, or public library building;

Whereas, It is the desire of this delegation that every citizen of this commonwealth should have equal opportunity to enjoy the services of a public library;

Whereas, Access to information is recognized as essential to a full life, ability to work effectively on the job, and ability to participate fully in the democratic system;

Whereas, The high cost of books makes it impossible to develop a personal library adequate to such ends;

Whereas, Many of the public library systems in the commonwealth fall far below the standards adopted for the construction of public library buildings by the Virginia State Library Board; and

Whereas, Some areas of this commonwealth are totally unserved by public libraries;

Resolved, That this commonwealth adopt this goal: Through the encouragement of local expenditure, the active promotion of local private philanthropy, the commitment of state funds, and encouragement of the Congress to appropriate funds for the construction of public facilities, to fulfill the requirements of the Standards for Public Library Service adopted by the Virginia State Library Board.

No. 39

Whereas, Under the present law state funds appropriated for public library and information services cannot be expended for the construction of facilities or other capital purposes; and

Whereas, Unmet needs of this sort exist in localities throughout Virginia for which local resources are not presently available;

Resolved, That the General Assembly of Virginia is requested to include in its future appropriations for library purposes monies to aid localities with such building and other capital programs.

Statewide Evaluation of Library Services

No. 40

Whereas, Programs of service to the public require periodic evaluation, amendment and redirection to assure that current and anticipated future needs will be met in the most efficient manner; and

Whereas, The last such evaluation of public library and information services in Virginia occurred about a decade ago, and subsequent changes within the state and among its citizens suggest the need for a new comprehensive study;

Resolved, That an appropriate commission representative of all citizens, organizations and public bodies involved with library and information services in Virginia be convened with adequate staff and funding to undertake such a study and to report both general and specific recommendations dealing with the following:

1. Existing and needed future sources of library and information services.
2. Desired means to provide and coordinate such services at state, regional and local levels.
3. Methods and required levels of funding for such services.
4. Distribution and availability of such services within the state and among all segments of its citizens.
5. Means and methods of planning to assure the continued provision of such services in an efficient and economical manner that best will serve the needs of all Virginia citizens.

Higher Education Act II

No. 41 Whereas, Good libraries and information services are an essential requirement for a free and enlightened society;

Whereas, Financial support for libraries is diminishing at the same time that costs of operation continue to rise; and

Whereas, A more balanced intergovernmental system of funding must be ensured;

Resolved, That the Virginia Governor's Conference on Library and Information Services go on record in calling for an extension of the Higher Education Act II and in requesting the adequate funding of all its programs.

State Assistance in Coordination and Planning

No. 42 Whereas, Library and information services in Virginia now are provided by a multiplicity of agencies, institutions and bodies with no central coordination or planning for the same;

Resolved, That the State of Virginia through an existing or a new entity, as may be determined to be most effective, undertake to provide such coordination and planning, and to expand levels of state assistance to the various groups engaged in library and information services; and

Resolved, That consideration be given to the establishment of an Undersecretary of Education for Library Services who would be responsible for this task, with the aid of a statewide commission or counsel representative of the various library and public interests within the state.

Local Library Boards

No. 43 *Resolved,* That notwithstanding proposed higher levels of state involvement in Virginia's library services, the prevailing local role in local libraries should be continued; and

Resolved, That the integrity of local library boards as the governing bodies of their respective libraries should be preserved, and their functions not transferred to multi-faceted local boards whose areas of concern and authority extend to other, non-library and informational programs.

No. 44 Whereas, No limitation now exists as to the number of terms that may be served by members of local public library boards of trustees; and

Whereas, Such a limitation would help assure the infusion of new and different viewpoints into such boards, and allow broader opportunities for service by citizens upon such boards;

Resolved, That Section 42.1-35 of the Code of Virginia should be amended to provide that no trustee shall serve more than two consecutive terms.

Library Budgets

No. 45 Whereas, State funds for public school libraries formerly were appropriated on a categorical basis, but recently such appropriations have been eliminated in favor of general appropriations for all public school purposes; and

Whereas, There is no line item in the budget for the state's mental hospitals designating specific funds for their library services;

Resolved, That the General Assembly of Virginia is requested to make such future appropriations on a categorical or line item basis to assure that stated levels of funding will occur for public school and mental hospital libraries.

Rights of Users

No. 46 Whereas, Citizens do have a right to library services;

Whereas, Library services are national resources in the arsenal for freedom similar to the press;

Whereas, The public is entitled to the full range of materials and information without having this right impaired by censorship or administrative impositions; and

Whereas, To fulfill these rights the state and federal government must provide the resources and laws to implement these rights;

Resolved, That the State of Virginia and the federal government introduce a Bill of Rights for citizens and public library programs which consist of the following:

1. That each citizen has the right to free access to a public library program.
2. Libraries by their nature are a national resource central to our freedom comparable to our press and should receive similar legal protection by state and federal law.
3. Citizens have the right to the full range of materials and information without having this right impaired by censorship or undue bureaucratic interference.
4. That local resources and autonomy should be secured for public library programs without regard to financial consideration, thus state and federal funding formulas should be equitable to provide resources for public, local, regional, school, and college library programs.

Implementation

No. 47 Whereas, Several thousand citizens of Virginia expended voluntarily their time, talents and resources to assure the successful completion of the third Governor's Conference on Libraries and Information Services, and additional such involvement of Virginians is anticipated in the forthcoming White House Conference on the same subjects; and

Whereas, The work product of these conferences deserves wide and careful

consideration by legislators and others in public positions in Virginia empowered to implement many of the proposals of the conferences;

Resolved, That the Governor of Virginia is requested to appoint a committee to advise his office on ways to seek implementation of the recommendations of these conferences as they apply to the state to report the recommendations to the General Assembly of Virginia for its action as indicated, to report the same to regions of the state and to seek appropriate implementation by local governments and other public bodies of matters within their jurisdictions. It is recommended that this committee be comprised of the Virginia delegates to the White House Conference and/or persons representing a cross section of the delegates to the Virginia Governor's Conference.

RESOLUTIONS PROPOSED BUT NOT ADOPTED

Resolved, That the Virginia State Library in cooperation with other libraries assess the priorities and costs of establishing a statewide network;

Resolved, That a detailed report of the assessment be distributed to all libraries prior to further implementation of networking; and

Resolved, That, if necessary, existing monies be reallocated to network funding.

Resolved, That the interlibrary loan borrowing period in Virginia be extended to six weeks; and

Resolved, That provision be made for school libraries to participate fully in statewide interlibrary loan.

Resolved, That the library community undertake the introduction of an amendment to the state constitution to mandate public library service to all residents of the state.

Resolved, That the Virginia State Library reevaluate its priorities and reorganize its mission to emphasize its role as a provider of leadership services to the various types of libraries in the state, while maintaining a secondary emphasis on its research and archives functions.

Whereas, The Commonwealth of Virginia has a multitude of governing units responsible for various libraries; and

Whereas, The Commonwealth of Virginia has a multitude of professional organizations representing various libraries;

Resolved, That all resolutions passed pertaining to Virginia libraries and needing consideration will have inserted the phrase, "all appropriate governmental units and organizations" in place of specifically named governmental units and non-governmental organizations; and

Resolved, That these resolutions be passed on to these agencies.

Whereas, Delegates to the Governor's Conference on Library and Information Services recognize the extreme demands on the economic resources provided by all levels of government;

Whereas, The libraries and information services of the commonwealth are conscious of their responsibility to utilize those resources allocated to them to effect the greatest benefits; and

Whereas, The approach to cost-effective operations and improved services requires a cooperative perspective encompassing varying levels of service;

Resolved, That a task force be developed at the state level to assist all Virginia libraries and information services in the formulation, evaluation, and implementation of procedures and techniques for reduced costs and improved services.

Attachment 2

COMMONWEALTH of VIRGINIA

VIRGINIA STATE LIBRARY
RICHMOND 23219

DONALD HAYNES
STATE LIBRARIAN

Criteria for determining adequacy of public library service are:

Minimum Standards for Public Library Systems, ALA 1966, and subsequent guidelines.

Recommended Minimum Standards for Virginia Public Libraries. Adopted 1978 by Virginia State Library Board. Developed by committee of Virginia Library Association, 1977. (Copy attached)

National Inventory of Library Needs, NCLIS, 1977.

Standards for Libraries at Institutions for the Mentally Retarded (when approved) Draft ALA, 1977.

Standards of Library Services in Health Care Institutions, ALA, 1970.

Manual of Correctional Standards, 1966; A.C.A.

Library Standards for Juvenile Correctional Institutions, ALA, 1975.

Standards for Library Services for the Blind and Physically Handicapped, ALA, 1979.

Adequacy of library service to the disadvantaged and limited-English speaking is determined by the above standards. Concentration of these two groups of persons will be determined by U. S. Census data and our State Department of Planning and Budget and the regional planning personnel.

BEST COPY AVA

Major Urban Resource Libraries

Criteria:

A library must:

Maintain a collection of at least 100,000 volumes of adult non-fiction.

Have in-depth subject collection that are of value to users in the area.

Give liberal and free interlibrary loan service to other libraries in the area and/or direct service free to all residents of the area.

ADMINISTRATIVE SERVICES DIVISION
Nolan T. Yelich
Director of Administrative Services

LIBRARY DIVISION
William J. Hubbard
Director of Library Services

ARCHIVES AND RECORDS DIVISION
Louis H. Manarin
State Archivist

Criteria for the determing the adequacy of public library service for:

Persons residing in area without services or with inadequate services

Service will be deemed inadequate in libraries which do not meet the minimum standards adopted by the State Library Board. (copy attached). These standards are structed to be used with a community analysis process for each locality. This item is supplemented by standards for service to children and standards for service to young adults, both adopted by the State Library Board.

Areas are deemed to be withcut public library service when there is no library which is open to every resident of the political subdivision without charge.

Disadvantaged persons residing in areas of low income families

U.S. Census figures in so far as they are available will be used. Tayloe Murphy Institute of the University of Virginia analysis of income will be used as a supplement.

The same State standards cited above will apply because they are geared to local conditions and needs to be met.

Persons of limited English speaking ability

U.S. Census and State and local planning statistics will be used to determine areas where there are large concentrations of persons for whom English is a second language or who have difficulty speaking or reading English because of cultural environments.

Both collections and programs, where applicable will be examined.

Persons in State Institutions

In order to determine adequacy of service the following will be used:

American Correctional Association - American Library Association. HRLSD Committee on Institutional Libraries. Library Standards for Juvenile Correctional Institutions. American Correctional Association, latest edition.

Association of Specialized and Cooperative Library Agencies, American Library Association. Library Standards for Adult Correctional Institutions Subcommittee.
Library Standards for Adult Correctional Institutions. Chicago, American Library Association, 1982.

Criteria to assure priority to programs on projects serving

Areas with high concentration of low income families.

Priority will be given to projects that serve areas where the median family income is $3,000 less than the median family income for the state as a whole and/or where there are large pockets of persons whose income are below poverty level.

The U.S. Census and figures compiled by state, regional and local planners will be used to determine areas.

Areas with high concentration of persons with limited English-speaking ability.

Priority will be given to projects which will meet the needs of persons for whom English is a second language or who have difficulty reading or speaking English because of the environment in which they were reared or are being reared.

These areas will be identified through U.S. Census Reports and the Virginia Department of Human Resources.

Association of Specialized and Cooperative Library Agencies, American Library Association. Standards for Libraries at Institutions for the Mentally Retarded Subcommittee.
Standards for Libraries at Institutions for the Mentally Retarded. Chicago, American Library Association, 1981.

Association of Hospital and Institutional Libraries.
Hospital Library Standards Committee.
Standards for Library Services in Health Care Institutions.
Chicago, American Library Association, latest edition.

Physically handicapped persons

The following guidelines will be used.

Association of Specialized and Cooperative Library Agencies.
Standards for Library Service to the Blind and Physically Handicapped Subcommittee.
Standards of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped. Chicago, American Library Association, 1979.

Department of Health and Human Services guidelines for the accessibility of materials and services for the physically handicapped.

Attachment 3

RECOMMENDED MINIMUM STANDARDS FOR VIRGINIA PUBLIC LIBRARIES

I. The needs of the population of the service area must be assessed at regular intervals (i.e., every five years) through a formal community analysis. In between, there should be continuing informal assessments.

II. STAFFING

Adequate staffing consists of A plus B plus C plus D.

(A) Public service (for headquarters, branches, and stations)

I	II		III		IV
Hours open	Staff required for circulation		Additional specifically trained staff member for each service area other than the lending desk. (Service areas include any area which requires services that cannot be provided from behind the lending desk.) s = service areas		One additional staff member for every 20,000 circulations above basic staff from II and III
40	1	+	(1 x s)	+	
48	2	+	(2 x s)	+	
60+	2½	+	(2½ x s)	+	

V	VI
Staff for special programs as indicated by a community analysis	Bookmobiles should have one staff member and one driver for each eight hour shift

II, III, IV, V, and VI = staff for public service

(B) Technical Processing (if done in house)
One person for every 1,000 volumes processed or part thereof. This may be reduced if cataloging processes are automated or materials are preprocessed and received available for public use or if the library is in a cooperative cataloging system.

(C) Administration (i.e., director, assistant director, secretary, personnel manager, public relations specialist, but not branch librarians or department heads that are counted as public service or technical processing personnel).
One full-time administrative staff member for every 15 staff members or full-time equivalents.
Regional libraries must have one staff member designated as bookkeeper for the system.

(D) When the total number of reference questions, using the definition of the National Center for Education Statistics,[1] exceeds 2,000 units per month, additional reference staff should be added. (One reference question is to be counted as five units. One directional question is to be counted as one unit.)
The staffing pattern should reflect the following proportions:

Hourly and salaried clerical	45 — 55%
Paraprofessional*	20 — 25%
Professional**	25 — 30%

*Paraprofessional personnel defined as those with two years post-secondary education through the baccalaureate degree.

**Professional is those having a Master's Degree in Library Science or the equivalent from an ALA accredited institution and those holding certification from the State Board of Certification.

III. SALARIES AND BENEFITS

A. The initial step of a professional salary should not be less than that figure based on the current median salary for the Southeastern United States as reported in the *Library Journal*. Guidelines for salaries at different job levels and according to population served are indicated in the following table:

Librarian Grade	Salary	Librarian Grade	Salary
I	median of S.E.	IV	+80%
II	+20%	V	+120%
III	+50%	VI	+150%

The cost of living for the area, as shown by the National Cost of Living Index, should also be taken into consideration.

B. Library staff should receive benefits at least equal to those of other employees of the same jurisdiction. Regional libraries should adopt the most liberal benefits offered in the region.

IV. BUILDINGS

A. Aggregate size of all buildings in the system should equal .6 square foot per person living in the jurisdiction served. All areas of the building should be accessible to the handicapped.

B. Any "main" or "central" library in a system should comprise half the square footage of A. No main library should be less than 10,000 square feet.

C. Each full-service branch should be at least 4,500 square feet and larger when necessary to meet the requirement of .6 square foot per capita in the service area.

D. The size of a station should be based on its purpose but in no case should a station replace a branch except when a definite plan exists to upgrade it to a branch meeting the standard IV (C).

E. There should be three seats (including study carrels and lounge furniture) for public use in a reading area for each 1,000 persons in the jurisdiction served.

F. At branches and main libraries there should be 1.5 square feet of parking space designated exclusively for library use for each square foot of floor space.

G. Public restrooms and copying machines should be provided in the main library and in all branches.

V. OUTLETS

A. Travel time to the nearest library should not be more than 10—15 minutes on public transportation in an urban area or 15—30 minutes by car in a rural area. No person in the service area should be more than four miles from a branch in an urban area with a population density greater than 4,000 people per square mile. There should be one branch, two stations, or 40 hours of bookmobile stops per month for every 20,000 people served. Consideration should be given to geographical impediments to transportation or normal travel patterns.

B. A bookmobile should be on station, open to the public 60 percent of its operating time. If the circulation rate is in excess of 60 books per hour additional service should be provided. If bookmobile circulation falls below 20 circulations per hour some alternate service should be provided.

C. Libraries should be open those hours of greatest potential use as indicated by a community survey.

D. All libraries, branches, and bookmobiles should have evening and weekend hours.

VI. COLLECTIONS

A. Book purchases (including periodicals) should make up at least 20 percent of the total budget.

B. When an urban library serving 100,000 or more population includes a central research collection, that collection should contain at least 150,000 titles and should keep the collection current by the addition of 5 percent of its collection each year.

C. All systems serving less than 50,000 persons should have at least 3 volumes per capita and systems serving over 100,000 should have at least 2 volumes per capita.

D. All systems should add 1/6 book per capita per year. Small systems should aggressively participate in interlibrary loan agreements with larger urban libraries and the State Library.

E. The ratio of children's books to adult books in the collection should match the ratio of children to adults in the service area.

F. Every library should have a written book selection policy and a collection development policy. The collection should be regularly evaluated to ensure that it reflects the current needs of the community. The library collection should provide books and other materials presenting all points of view concerning the problems and issues of our times.

G. There should be one current periodical subscription for every 250 people in the service area. Libraries should use the standard periodical indexes as guides to selection.

H. Libraries should enter into cooperative agreements with other libraries to establish a central storage of periodical titles not needed on a day-to-day basis in the local library. These titles should be kept for 20 years and should be available within 24 hours.

I. A library system serving more than 25,000 people should develop a collection of recordings on discs or tapes. This collection should include instructional and spoken arts recordings and a variety of music reflecting the interests of the community.

J. All libraries should have access to a 16mm film collection of not less than 5,000 titles. Regional collections supplementing the State Library collection should be built at the rate of one film for every 5,000 people in the service area.

K. All libraries should develop a plan for the systematic removal of materials that are no longer useful.

VII. REFERENCE SERVICE

A. Every library system should provide in at least one location a public reference service staffed during all the hours the library is open, supervised by one trained professional librarian and staffed by professional librarians.

B. A reference department should be able to answer correctly or refer to another agency which subsequently correctly answers 90 percent of all reference questions.[1] If it does not meet this measure, it should consider establishing a centralized reference service, contracting for such service with another library or agency or improving the skills of its staff or upgrading the materials in its reference collection.

VIII. STAFF DEVELOPMENT

A. Jurisdictions should provide funds to send staff members to national library associations meetings, to the state library convention, appropriate subject workshops, and special academic classes and in other ways support continuing education for the library staff.

IX. CHILDREN'S SERVICES

A. Children's services and programs should be in the same proportion as the ratio of children to adults in the population of the service area.

B. Staffing in the children's area should also reflect the above ratio with allowances for the staff assigned to administration and technical processing.

C. The children's book collection should be regularly and critically evaluated to ensure that it reflects the current needs of the community and should be closely coordinated with programs of other agencies and institutions within the community which offer services to children and parents.

X. ADULT SERVICES

A. Adult services and programs should be in the same proportion as the ratio of adults to children in the population of the service area.

B. Staffing in the adult area should also reflect the above ratio with allowances for the staff assigned to administration and technical processing.

C. The adult book collection should be regularly and critically evaluated to ensure that it reflects the current needs of the community.

XI. PROGRAMS

A. Libraries should provide a full range of programs for all segments of the population, co-

1 See appendix A

ordinating these services with other local agencies offering services and programs to similar groups.

B. Library services should be offered to those unable to come into the library buildings.
C. A continuing effort should be made to locate and attract those unaware of the library's services through both in-library and out-of-the-library programs as well as through a planned public relations effort.
D. Adequate, trained staff should be employed to carry out these programs.

XII. COOPERATION

A. Efforts should be made to develop cooperative agreements with all types of libraries.
B. Efforts should be made to form regional libraries or to enlarge smaller regions so that they serve a minimum population of 100,000.
C. Efforts should be made not to duplicate other collections and services available in the area except when such services or collections are needed in greater quantity at varying hours or in more convenient locations than provided.
D. Meetings should be regularly held with other libraries to share ideas, to study regional plans, and to become aware of the holdings and services of other libraries.

Appendix A

A reference transaction is an information contact which involves the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable data bases (including computer assisted instruction), catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. A contact that includes both reference and directional services should be reported as one reference transaction. When a staff member utilizes information gained from previous use of information sources to answer a question, report as a reference transaction, even if the source is not consulted again during this transaction. Duration should not be an element in determining whether a transaction is reference or directional.

A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of, any information sources other than those which describe that library, such as schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving directions for locating, within the library, staff, patrons, or physical features; lending pencils, etc.; and giving assistance of a nonbibliographic nature with machines.

Approved by the State Library Board
January 30, 1978

Attachment 4

REQUIREMENTS WHICH MUST BE MET IN ORDER TO RECEIVE GRANTS-IN-AID

In order to qualify for grants-in-aid, all libraries serving more than 5,000 persons shall meet the following requirements by July 1, 1980:

I. Be organized under the appropriate section of the Code of Virginia. Not more than one library in a county or regional library system or a municipal governmental unit may receive a grant.

II. Submit to the State Library Board:

1. Charter, resolutions, or other legal papers under which they are organized.
2. A copy of the by-laws of the board of trustees, a list of trustees, revised as changes occur.
3. A five-year plan, adopted by the governing body of the library (trustees or equivalent) for the development of library service in the area (areas) served. In order to receive continuing grants, this plan must be updated annually.
4. A written statement of policy covering such items as: service, personnel, and maintenance of book collections and other materials.
5. Statistical and financial reports including audits and statements of progress of the plan as requested.
6. A copy of the budget for the expenditure of local funds, not including anticipated state and federal funds. This must be submitted annually.

III. Have local operating expenditures of at least $1.75 per capita by July 1, 1980 and $2.00 per capita by July 1, 1981, two-thirds of which must be from taxation or endowment. Libraries obtaining aid for the first time must meet the lower requirement within two years after approval of first grant and the higher within three years.

Local operating expenditures from taxation or endowment for any library, or library system, shall not fall below that of the previous year. In cases where the budgets of all of the departments of the local government are reduced below those of the previous year, the library's state grant-in-aid would be reduced. The State Library may require that the amount of such reduction in the library's total expenditure be subtracted from the library's eligibility and that the state grant be reduced accordingly. If the library's budget is reduced and other agencies' budgets are not, then the library would receive no state grant-in-aid and would be ineligible for one until local expenditures shall have again reached or exceeded the local effort at the time of the last previous grant.

The library would be ineligible for any federal funds if local funds are reduced below that of the previous year.

Grants-in-aid shall be used as supplements to local funds.

(over)

The amount of any undesignated balance in the local operating budget at the end of the fiscal year which exceeds 10 percent will be subtracted from the grant which is based on that year's expenditures.

IV. Have certified librarians in positions as required by state law.

V. Keep open a headquarters library or centrally located branch at least 40 hours a week for a full range of library services. This schedule must include at least four evening hours and appropriate weekend hours.

VI. 1. Maintain an up-to-date reference collection and set up procedures for securing materials from other libraries through interlibrary loan.
2. Organize materials for convenient use through shelf arrangement, classification and cataloging, and provide a catalog of its resources.
3. Stimulate use of materials through publicity, displays, reading lists, story hours, book talks, book and film discussions and other appropriate means.
4. Lend guidance in all outlets to individuals in the use of informational, educational, and recreational materials.
5. Lend assistance to civic, cultural, and educational organizations in locating and using materials for program planning, projects, and the education of members.
6. Maintain a collection of currently useful materials by annual additions and systematic removal of items no longer useful to maintaining the purposes and quality of its resources.

VII. Every regional, county, and city library serving an area of more than 400 square miles and/or more than 25,000 persons must provide some form of extension service acceptable to the board.

VIII. If a library system has two or more service units, either branches or stations, it must maintain a scheduled, frequent delivery system.

IX. The Library Board may, at its discretion, make exceptions for a specified period of time to any single requirement listed above. The exception will be made only if the library can show that a real effort has been made to meet the requirement and that significant progress has been made toward meeting this requirement.

Adopted by the State Library Board, 31 October, 1977.

Revised 30 January, 1984.

CHILDREN'S SERVICES SUGGESTED GUIDELINES

Children are creative, inquiring individuals with unique capabilities for intellectual and emotional growth. It is important that libraries provide opportunities to meet their special needs. In order to utilize effectively a library's resources, children's services should include work with the other service areas of the library as well as community agencies and individuals who are serving children. While many items included in the MINIMUM STANDARDS FOR VIRGINIA PUBLIC LIBRARIES apply to children's services, the unique needs of children require that these standards be amplified with the following guidelines:

I. STAFF

A. Each library system should have at least one professional librarian with training in library services to children whose entire responsibility is guiding and coordinating a full range of children's services, including the selection and maintenance of a children's collection. In small libraries, (serving under 25,000) or in branch libraries where no professional children's librarian is on the staff, a staff member should be designated to coordinate children's services. When the first professional in such small libraries does not have training as a children's librarian, the qualifications for the second professional position should include training in library services for children.

B. The children's service area should be open and staffed during all hours the library is open in accordance with the MINIMUM STANDARDS FOR VIRGINIA PUBLIC LIBRARIES, Section II A.

C. Adequate support personnel should be provided to allow the staff to give full attention to reference, readers' advisory services, and program planning and implementation.

D. Personnel employed in children's services should be encouraged to participate in professional organizations and continuing education experiences. Release time and necessary funds should be made available for attending professional workshops and conferences.

II. MATERIALS

A. A written library selection policy should include criteria for the selection of children's materials.

B. The children's collection should be regularly and critically evaluated to ensure that it reflects the current needs of the community. The development of the children's collection should be closely coordinated with programs of other agencies and organizations within the community which offer services to children and parents.

(over)

C. All forms of print and non-print library materials should be made available in the children's collection.

D. Reference materials, professional tools, and materials for parents and other adults working with children should be a part of the children's collection.

E. At least twenty-five percent of the materials budget of the library should be spent for children's materials. In allocating the materials budget for children's materials, the administrator should consider the children's population in the community, the juvenile circulation, the relative cost of the juvenile materials and the needs of the children's collection.

III. ACCESS

A. Children should have full access to all library materials and services including reserves, interlibrary loan, and access to any available automated data bases. This access should embrace the Library Bill of Rights and the Free Access to Libraries for Minors interpretation as adopted by the American Library Association Council in 1972.

B. Any planned or current implementation of a union catalog of library materials whether in traditional card form or in computer produced microform should include children's materials.

IV. PLANNING AND MANAGEMENT

The children's services personnel should be a part of the administrative team of the library and thus involved directly in setting of library policy, including goals, objectives and budgeting.

V. STATE CONSULTANTS

The children's services staff should be encouraged to take advantage of the resources available through the area State Library consultants and the specialist in children's services.

VI. COOPERATION WITH OTHER LIBRARIES AND AGENCIES

Communication and cooperation with schools and other agencies serving children is mutually beneficial and results in enriched community programs. The cooperation should be actively pursued.

Adopted by the
State Library Board
April 30, 1979

YOUNG ADULT SERVICES GUIDELINES FOR VIRGINIA

RATIONALE FOR YOUNG ADULT SERVICES IN THE PUBLIC LIBRARY

Young adults need specialized library services. They experience the physical changes associated with adolescence while they are engaged in the development of new and different relationships with their peers, parents and other adults. Young adults are also struggling to develop a sense of self identity and are examining alternative vocational possibilities. The degree of growth is comparable to that experienced by the preschool child. Just as services of the public library can be critical to the fullest growth of the preschool child, so can these services be essential to young adults.

Young adults have become too old to consider themselves children, yet their development has not continued to a point where they can be considered adult library users. It is ironic that at a time when young adults need supportive, nonjudgmental guidance from librarians, the library often expects them to become independent users of its resources. This abrupt change can be bewildering. Young adults need help discovering the authors who have written in an appealing and meaningful way about the changes they are experiencing. Without guidance to help them on the way to independence, they can become lost in an adult collection and are more likely to turn from reading at a time when it can be crucial in their lives.

All public libraries must strive to meet the emotional and other developmental needs of this age group. This service can best be organized around a personalized concern for their reading needs and a collection of books and audio-visual materials carefully selected and organized to serve as a bridge from the children's collection to the larger world of ideas and emotions represented in the adult collection.

STAFFING FOR YOUNG ADULT SERVICES

Service to young adults involves more than setting aside a few books and labeling them "young adult". Interaction between young adults and the librarian is critical. Young adult librarianship is personnel intensive, and the young adult specialist is the most important component of that service.

Staffing Levels

1. Each library system should have at least one professional librarian with training in young adult services whose sole responsibility is the coordination and implementation of a full range of young adult services.

2. Smaller public libraries and branch libraries should have a staff member whose duties include responsibility for young adult services. The commitment of time to young adult services in these libraries should be proportional to the number of young adults in the library service area.

Staff Responsibilities

1. Selection and maintenance of materials appropriate to young adult needs.

2. Planning and delivery of readers' advisory services designed for young adults.

3. Planning and delivery of programs for young adults.

4. Participation in alliances of community agencies committed to serving the needs of young adults and to involving young adults in community life.

Staff Qualifications

1. Formal training in young adult literature and services and in adolescent psychology, or comparable and related experience in these areas.

2. Capacity to relate positively to young adult patrons.

Continuing Education

Library management should provide the opportunity for continuing education for young adult services. Professional leave and funding should be provided for attendance at workshops and participation in professional associations.

Consultant Services

The Virginia State Library should provide advice to public librarians in the planning and development of services to young adults. This assistance should be provided by a designated Consultant for Young Adult Services.

YOUNG ADULT COLLECTION DEVELOPMENT

The emphasis in young adult collection development should be upon fiction and non-fiction materials that address the needs of the young adult for personal and social development and recreational reading and information.

Selection

1. The library should have a written young adult materials selection policy. This policy should express a positively stated rationale for acquiring young adult materials.

2. The interest and abilities of the young adult grow dramatically with age and relative maturity. A broad range of materials with varying degrees of complexity and sophistication should be selected.

3. Both print and non-print media should be included in a young adult collection.

4. Paperback books should be prominent in a young adult collection because of their convenient size, and a cost that enables heavy duplication of popular titles.

5. Materials should be added frequently and withdrawn promptly on the basis of relevance, currency of need and popular appeal.

Access

Young adults should have full access to library materials and services regardless of cost, location, intended age level or format.

HOUSING AND DISPLAYING THE COLLECTION

It is ideal to maintain a separate young adult materials collection and to house that collection in a designated space where young adults can gather in the company of their peers. This space may constitute a paperback book rack or an entire room. Whatever the space allocation, the area should serve as a focal point for young adults, a place where they feel welcome in the library and where they can find materials selected with their interest in mind.

1. Young adult materials should be housed in a way that increases their visibility.

2. Architecture, furniture and display equipment should create an attractive atmosphere for the young adult user.

3. Materials should be labeled appropriately and the catalog record marked to indicate their intended audience.

4. A separate young adult area should be provided in all new construction and all interior renovation projects. The location and the amount of space allocated to the young adult area will vary among libraries according to their size, design and the number of young adults in the service area.

5. If a separate young adult collection is impossible, young adult materials interfiled in the adult and juvenile collections should be appropriately labeled.

BUDGET ALLOCATION

A commitment to young adult services means a commitment of human and material resources. These commitments translate into an allocation of dollars. Libraries planning to establish services for young adults should make this allocation formally through whatever budget process is appropriate. Such a formal commitment of resources is necessary for young adult services to be an integral part of the library program.

Prepared by the Young Adult Services Guidelines Subcommittee
Library Development Committee
Virginia Library Association

Approved by the State Library Board
April 25, 1983

PROPOSED GUIDELINES WHICH MUST BE MET IN
ORDER TO RECEIVE INSTITUTIONAL LIBRARY GRANTS

In order to qualify for Virginia State Library/Library Services and Construction Act, Title I grants, all institutional libraries shall meet the following requirements by July 1, 1985:

I. Be sponsored by a state-funded, residential facility with an average minimum period of institutionalization of three months.

II. Submit to the State Library Board:

1. Organization chart or narrative outlining the library's position in the institution, including supervisors' names and titles.
2. Statistical and financial reports including progress statements as requested.
3. Written policy statements covering such items as hours of service and maintenance of the collection.

III. Meet or exceed the following ratios based on institutional population, hours of library service, and staffing:

1. For institutions with populations from 1-150 residents, the library shall have a staff member assigned to it at an average of twenty hours per week. The library must be available to all residents a minimum of twenty hours per week.
2. For institutional populations from 151-300 residents, the library shall have a staff member assigned to it for a minimum of twenty hours per week. The library must be available to all residents a minimum of thirty hours per week.
3. For institutional populations from 301-500 residents, the library shall have a full-time staff member and a minimum of one full-time equivalent support staff. The library must

be available to all residents a minimum of forty hours per week.

4. For institutional populations above 500 residents, the library shall have a full-time staff member and two full-time equivalent support staff. The library must be available to all residents a minimum of forty hours per week. An outreach program must be instituted for residents unable to visit the central library.

IV. Meet or exceed the following staff training:

1. For institutional populations from 1-150 residents, the individual responsible for the library shall receive basic training in library procedures. Such training can be acquired through community college courses, four-year colleges, and/or continuing education workshops.
2. For populations from 151-300 residents, the librarian shall possess a college degree in an institutionally relevant area, plus basic training in library procedures. Such training can be acquired through community college courses, four-year colleges, and/or continuing education workshops.
3. For populations from 301-500 residents, the library director shall possess a Master of Science in Library Science degree or possess a Virginia Collegiate Professional Certificate Endorsed in Library Science plus a bachelor's degree in an institutionally relevant area. The library support staff shall be trained in basic library procedures by a combination of workshops, community college or four-year college courses, and local instruction.

4. For populations above 500 residents, the library director shall possess a Master of Science in Library Science degree or possess a Virginia Collegiate Professional Certificate Endorsed in Library Science plus a master's degree in an institutionally relevant area. The support staff shall be trained in basic library procedures by a combination of workshops, community college or four-year college courses, and local instruction. In the largest institutions, it is most practical for the professional librarian to supervise the staff library as well as the resident facilities.

V. As is practical for their size, the libraries shall:

1. Maintain an up-date reference collection.
2. Establish procedures for securing materials from other libraries through interlibrary loan.
3. Organize materials for convenient use through self arrangement, classification and cataloging, and provide a catalog of its resources.
4. Stimulate use of materials through publicity, displays, reading lists, story hours, book talks, book and film discussions and other appropriate means.
5. Lend guidance in all outlets to individuals in the use of informational, educational, and recreational materials.
6. Lend assistance to institutional units in locating and using materials for program planning, projects, and education.
7. Maintain a collection of currently useful materials by annual additions and systematic removal of items no

longer useful to maintaining the purposes and quality of its resources.

VI. The Library Board may, at its discretion, make exceptions for a specified period of time to any single requirement listed above. The exception will be made only if the library can show that a real effort has been made to meet the requirement and that significant progress has been made toward meeting this requirement. Consistent failure to meet the requirements may result in a penalty of up to one-half of the optimum grant for any one year.

VII. No cash matching process is required. However, in kind match must continue.

Advisory Council

College:

Gordon Bechanan - VPI & SU

Public:

Deane Dierkson - Falls Church

School:

Christina Dunn - Department of Education,
School Libraries and Textbooks

Special:

Marion Hart George - United Virginia Bank

Institutional:

Kathleen Overbay - Southwestern State

Library Services to the Handicapped:

Connie Tracy - Virginia State Library for the
Blind and Physically Handicapped

Library Users:

Dr. Daniel Jordan - VCU (History)

Mary Reid Barrow - Virginia Beach

User representing disadvantaged:

Willie Dell

Attachment 9

The Library Board

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Mrs. Ruth Anne M. Brooks 5806 Guthrie Avenue Richmond, Virginia 23226 804-786-2211 (office) 804-282-0814 (home)	Five year term ending June 30, 1988
Mrs. Warren B. French, Jr. Route 2, Box 325 Edinburg, Virginia 22824 703-459-3456 (home)	Five year term ending June 30, 1984
Mrs. Charles W. Harris 299 Valley Street Box 889 Wise, Virginia 24293 703-328-2091 (office) 703-328-6181 (home)	Five year term ending June 30, 1988
Dr. Alyce O. Klussman 601 Wilkes Street, No. 305 Alexandria, Virginia 22314 703-548-5561 (home)	Five year term ending June 30, 1984
M. O. Roache, Jr. 2507 Willard Road Richmond, Virginia 23228 804-282-4233 (office) 804-266-2216 (home)	Five year term ending June 30, 1988
Murray D. Rosenberg 1804 Brooktree Court Richmond, Virginia 23233 804-274-3854 (office)	Five year term ending June 30, 1985
Mrs. Virginius R. Shackelford, Jr. Brampton Post Office Box 871 Orange, Virginia 22960 703-825-0305 (office) 703-672-2256 (home)	Five year term ending June 30, 1987

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Attachment 11
LSCA TITLE III

Continuing Education Advisory Committee

1984

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Information Officer
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Attachment 13

BASIC STATE PLAN
(State-Federal Agreement)

Library Services and Construction Act,
Public Law 84-597, as amended

The Virginia State Library
(officially designated State Library Administrative Agency) of the state of Virginia, called the State Agency in the following, agrees and assures that the Basic State Plan serves as an agreement between the State and the Federal Government under the Library Services and Construction Act, as amended, and that Federal funds requested for fiscal years (FYs) 1983 and 1984 will be administered in accordance with the following provisions:

1. The State assures that:

   a. It has and will use adequate fiscal and legal authority to administer or supervise the administration of programs authorized by the Act as described in the attached Certificate of Legal Authority.

   b. It has and will use fiscal control and accounting procedures that will assure proper disbursement of and accounting for the Federal funds paid to the State under the Act, including any funds it pays to other public agencies or to nonprofit private agencies under this Basic State Plan.

   c. (1) It will develop its long-range program and its annual program in consultation with the U.S. Secretary of Education and with the advice of the State Advisory Council on Libraries.

   (2) It will submit to the Department of Education, and otherwise make public (a) the long-range program, on or before October 1, 19 83, and (b) the annual program and the annual amendments to the long range program, prior to October 1 of each fiscal year.

   d. Any funds paid to the State in accordance with a long-range program and an annual program will be spent solely for the purpose for which they were authorized and appropriated.

   e. It will make reports, including reports of evaluations, in such form and containing such information as the Secretary may reasonably require to carry out the Secretary's functions under the Act and to determine the extent to which funds provided under the Act have been effective in carrying out its purposes.

   f. It will keep records that verify reports submitted to the Secretary and will give the Secretary access to these records as he finds necessary.

g. It will include in its long-range program its established policies, priorities, criteria, and procedures necessary to the implementation of all programs in which the State will participate under the provisions of the Act, which are incorporated by reference in this Basic State Plan.

h. It will include in its long-range program its policies and procedures for coordinating its library programs and projects with the library programs and projects of institutions of higher education, elementary and secondary schools, and public or private libraries within its State, and with other related service programs.

i. It has established a State Advisory Council on Libraries and has attached to this plan the information required under 34 CFR § 770.4.

j. It will have available from State and local sources in each fiscal year, 1983 and 1984 funds that are:

(1) Sufficient to earn the State's basic minimum allotment under Title I of the section 5(a) of the Act in each of these fiscal years; and

(2) Not less than the total amount actually expended for purposes of Title I of the Act during each second fiscal year preceding FY 1983 and 1984.

k. It will have available from State sources for Title I purposes in each fiscal year, 1983 and 1984, funds that are not less than the total amount of these funds that was actually spent for these purposes during each second fiscal year preceding FYs 1983 and 1984.

l. It will expend in FYs 1983 and 1984, from Federal, State, and local sources, an amount not less than the total amount expended by the State from those sources for State institutional library services and library services to the physically handicapped during each second fiscal year preceding FYs 1983 and 1984.

m. Federal funds spent by the State Agency for administrative purposes — as described in 34 CFR § 770.34 — during each fiscal year 1983 and 1984, will be equally matched with State or other non-Federal funds.

n. Federal funds paid to a major urban resource library for the purposes of clause (2) of section 103 during each fiscal year will not be less than the amount paid for these purposes in the preceding year.

o. (1) It has attached to this document a statement of criteria for determining adequacy of public library services in geographical areas and to groups of persons listed in 34 CFR § 770.17,

including criteria to assure that priority will be given for programs and projects that serve urban and rural areas with high concentrations of (a) low-income families (34 CFR § 770.18) and (b) persons of limited English-speaking ability (34 CFR §770.18a).

(2) It has attached to this document a statement defining the regional areas served by the major urban resource libraries and stating the criteria that the State will use to determine whether the collections of these libraries are of value to individual users and other libraries of the regional areas in which these major urban resource libraries are located.

p. (1) The Governor has had an opportunity to review the Basic State Plan, long-range program, annual program, and any amendments.

(2) Any comments made by the Governor or a statement that no comments have been made, will accompany these documents when they are submitted to the U.S. Department of Education.

q. It will make public the Basic State Plan as approved by the Secretary.

r. It will comply with the requirements of the Act and the regulations of the Secretary of Education (34 CFR Part 770 and 34 CFR 76).

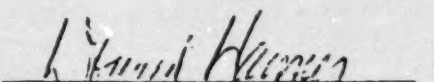
2. Each program or activity that receives Federal funds under the Library Services and Construction Act will be administered and operated in accordance with the paragraphis in item 1 (the State Agency assurances) of this agreement.

3. The State Agency reconizes and agrees that Federal financial assistance will be extended in consideration for and in reliance on this State-Federal agreement and that the United States has the right to seek administrative and judicial enforcement of this agreement.

Virginia State Library
(State Library Administrative Agency)

11th and Capitol Streets
Richmond, VA 23219
(Address)

May 5, 1983
(Date)


(Signature of Authorized State Agency Official)

State Librarian
(Title)

Attachment 14
CRITERIA AND REGULATIONS FOR THE ADMINISTRATION
OF TITLE II, LIBRARY SERVICES AND CONSTRUCTION ACT

Every public library regularly organized under the laws of the State of Virginia and meeting the minimum standards of the Virginia State Library Board for State aid shall be entitled to apply for grants for the construction and remodeling of public library facilities, provided under Title II Library Services and Construction Act as amended. Funds made available as a result of this act may be allocated only to libraries whose facilities and services are deemed inadequate.

The Virginia plan deems services as inadequate when an established library fails to meet all of the following standards:

For every 6,000 population served there should be one professional and two clericals.

Libraries serving between 10,000 - 25,000 population should be open between 45 and 66 hours weekly. Libraries serving 25,000 population and over should be open between 66 and 72 hours weekly.

The headquarters should contain at least 100,000 adult non-fiction titles as a basic collection.

Facilities are deemed inadequate when they fail to meet the following standards:

Library facilities should be within easy reach of every citizen. Maximum travel time to the library should be 15 minutes for urban areas and 30 minutes for rural areas.

All public library headquarters should have a minimum of 2,000 square feet or .6 of a square foot per person living within a radius of 15 miles in the governmental area served, whichever is larger.

All headquarters libraries should provide 50 seats per 30,000 population within a fifteen mile radius in the governmental area served.

In measuring reader space for county or regional library headquarters which serve a large land area without large concentration of population, the population normally served by personal visits to the county or regional headquarters will be used. Staff and shelf space will be measured by total population in relation to distribution of staff and books among branch and town libraries which are parts of the county or regional library system.

PRIORITY

Priority in grants will be given to libraries in the following order:

1. Regional libraries of 4 or more political subdivisions.
2. Regional libraries of 3 political subdivisions.
3. Regional libraries of 2 political subdivisions.
4. Single governmental units serving over 60,000 population.
5. Single governmental units serving over 35,000 to 60,000 population.
6. Single governmental units serving 5,000 to 35,000 population.

The Board will take into consideration the number and the amounts of construction grants which have been allocated to a given library in previous years and such library may receive a lower priority.

In the event that insufficient Federal funds are available for all approvable applications received during a fiscal year, the priority will be given to libraries serving areas of high unemployment (see attached). Application not approved due to lack of funds will automatically be considered in subsequent fiscal periods unless withdrawn by the applicant.

POLICIES

Allocation from these funds will not amount, to more than 50% of the total cost of the project. If necessary all grants, irrespective of priorities, will be prorated uniformly in order to use balances to the best advantage.

Any public library board whose application is disapproved will be notified in writing by the State agency and the reason for disapproval given. The public library board or other governing authority may request a hearing not less than 30 days prior to the next following quarterly meeting of the Virginia State Library Board. The decision of the State Library Board shall be final.

Applicant must show evidence of a regular and continuous source of income sufficient to operate the new facility. Headquarters library must be open at least 40 hours a week, and branch libraries must be open at least 20 hours a week.

At the time the application is made reasonable assurance must be given that local matching funds will be available. These must be public funds which may include contributions from private organizations or individuals which are deposited to a library building account.

Funds may be used either for construction of branch or headquarters buildings or the remodeling of existing buildings to be used as public libraries. The following classes of expenditures may be used for matching Federal funds:

1. Costs related to the acquisition of land for the construction of a public library but excluding the cost of acquisition of buildings thereon, when actual cash disbursements are required under state law to be made to effectuate the transfer of title. Such expenses must have been incurred within three fiscal years preceding the fiscal year in which the project is approved by the State agency.

2. Architectural, engineering and inspection expenses incurred subsequent to site selection.

3. Site grading and improvement of land on which facilities are to be located provided these expenses are incurred after project approval by State agency.

4. Cost of public library equipment such as: library shelving and filing equipment, card catalog cabinets, circulation desks, reading tables, study carrels, office furniture, booklifts and elevators if such expenses are incurred after the date of project approval.

The following classes of expenditures may not be matched with Federal funds.

1. Expenditures made for public library service.
2. Expenditures for the construction of libraries not within the definition of "public libraries," or which do not provide service defined as "public library services." (This excludes expenditures for constructing libraries which are designed to serve a special clientele or purpose such as law, medical, and school libraries.)
3. Expenditures for public library construction which are not under the supervision of the official State agency designated to administer the plan.
4. Expenditures made from non-public funds which are so restricted that they may not be considered to be public funds.
5. Expenditures for the purchase of buildings to be used as public libraries.
6. Expenditures made for the administration of the plan for construction.
7. Appraised value of donated site acquired by other than purchase.
8. Value of donated labor.

Title to any land for site and title for any building constructed under this act must be in the name of a county or municipal government or a legally-appointed public library board.

A written library building program including preliminary architectural drawings must be submitted with the application. The program will outline the services and functions of the library and indicate space requirements and relationships of various areas of the building. This should include a description of the proposed site with map or sketch showing location. Both the site and the building plans must be approved by the State Library which will provide consultant service.

A copy of the agreement between the local governing board and the architect must be submitted with the application. The architect must be employed throughout construction.

Weekly payrolls will be reviewed by the State Library to see that they are in accordance with wage scale determination for the project. On-the-spot job personnel interviews will be conducted periodically by the State Library to determine job being done and wage being paid. Reports of non-compliance will be sent to the local library boards or other governing authorities with the request that they investigate the complaints and give assurance to the State Library Board that proper measures are being taken for correcting them.

Architectural or engineering supervision and inspection will be provided at the construction site to insure that the completed work conforms to the approved plans and specifications; and representatives of the State agency will have access at all reasonable times, for the purpose of inspection, to all construction work being done under the Act, and the contractor will be required to facilitate such access and inspection.

The local agency undertaking the construction will furnish progress reports and such other information relating to the proposed construction as the State agency may require.

The projects will be undertaken in an ecomomic manner and will not be elaborate or extravagant in design or materials.

The final working drawings and specifications will be submitted to the State agency for final approval before the project is placed on the market for bidding. A representative of the State Library must be present at the bid opening.

The construction approved pursuant to the project proposal will be undertaken promptly.

In developing plans for public library facilities, the local and State codes with regard to fire and safety will be observed; and in situations where local and State codes do not apply, recognized codes shall be observed.

Application for grants must be approved by the Regional District Planning Commission and the Division of State Planning and Community Affairs prior to action by the State Library Board.

All applicants must sign an agreement to abide by federal and state regulations pertaining to the construction of buildings with public money.

Attachment 15

COMMONWEALTH of VIRGINIA

VIRGINIA STATE LIBRARY
RICHMOND 23219-3491

DONALD HAYNES
STATE LIBRARIAN

GUIDELINES FOR SUBMITTING GRANT PROPOSALS FOR COOPERATIVE PROJECTS (LIBRARY SERVICES AND CONSTRUCTION ACT, TITLE III AND STATE FUNDS)

General

Federal and state funding exists for the purpose of aiding in the encouragement and coordination of cooperative efforts among academic, special, school, and public libraries in Virginia. The philosophy behind projects funded under the cooperative programs grant money is that the projects be innovative in nature.

Such grants may be used for the development of cooperative library networks, and for establishing, expanding and operating local, regional, and interstate cooperative networks of libraries. It is important to note that cooperative funds may not be used for the purchase of books and/or materials.

Eligibility

Proposed projects must involve more than one type of library (i.e., academic, special, public, school) and provide service not previously offered by participating libraries. No type of library is ineligible under state law to participate in the cooperative program.

Priorities

Statewide projects take precedence over regional, and regional, over local. Priority will be given to those offering the greatest benefit to the widest area of the state, the greatest benefit to the greatest number of users, and to those having a good potential for being adaptable for other areas.

Criteria

Projects will be evaluated on the following criteria:

(1) whether the service to be offered is supplementary to service previously given;
(2) whether the service extends to more than one type of library;
(3) whether the cost of the project is reasonable in relation to the expected results;
(4) whether the service is in accordance with state interlibrary codes and agreements; and
(5) whether local or regional projects are of a nature to contribute data to future planning in other areas of the state.

(over)

ADMINISTRATIVE SERVICES DIVISION
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Director of Administrative Services

LIBRARY DIVISION
William J. Hubbard
Director of Library Services

ARCHIVES AND RECORDS DIVISION
Louis H. Manarin
State Archivist

Proposal

A proposal for a cooperative project grant should consist of the following:

(1) a description of the project, including the goals for which the program has been designed;
(2) a description of the activities that will be undertaken to reach these goals;
(3) an estimated time schedule for the project;
(4) a brief statement of anticipated results;
(5) an indication of how and with what frequency the effectiveness of the project will be measured;
(6) a budget as detailed as is reasonably possible, including such items as salaries and wages, fringe benefits, equipment, printing, communications costs, and contractual-service fees, wherever these are pertinent;
(7) a list of personnel positions for the project, including a description of and/or the qualifications for each job and the proposed salary;
(8) a letter of agreement or support from the library director or other appropriate official of each institution participating in the project.

It always is helpful to have with a proposal an abstract page which includes the title of the project, the name of the coordinating library (one of the participating institutions must agree to coordinate the financial arrangements), the amount of money requested, the types of libraries included in the project, and a summary including the purpose or nature of the project and a brief statement of what is to be accomplished.

In some instances regional projects must be cleared through the state regional planning commission; this procedure ought to be discussed while an application is being prepared.

To keep applicants from undertaking unnecessary work, it is strongly recommended that those applying for funds submit to the Library Development Branch, Virginia State Library, a draft for review prior to submitting an application in its final form.

Deadline

Submit two copies of the completed application to the Library Development Branch, Virginia State Library, 12th and Capitol Streets, Richmond, Virginia 23219. Proposals must be received by 1 June in order to be considered for funding during the next fiscal year (beginning the following 1 July).

Attachment 16

CONTRACT FOR SERVICES WITH FEDERAL FUNDS

Library _____

In support of this application the following contract shall be in effect for the fiscal year ending _____

Agreement made this _____ day of _____ 19 _____ by and between the State Library Board (party of the first part) and the governing body of the _____ Library (party of the second part).

1. The party of the first part agrees:

   (a) To allocate a federal grant in aid to the party of the second part under the Formula for the Allocation of Federal Aid For Services.

   (b) To permit the funds to be expended for books and related materials, binding, bookmobiles, supplies, equipment, fellowships for graduate study in accredited library schools, salaries, travel, and other items as may be approved by the State Library.

   (c) To provide advisory service in the expenditure of the funds.

   (d) To provide advisory service on sound accounting procedures in handling the funds.

2. The party of the second part agrees:

   (a) That the funds will be used as a supplement to local funds, and that local budgeted funds for the second previous fiscal year were spent by the locality.

   (b) To submit a statement of budgeted local income and expenditures on the forms provided by the party of the first part, such income to be at least the total of local funds spent in the prior fiscal year.

   (c) To follow the recommendations of the party of the first part as to the expenditure of the funds, and as to setting up sound accounting procedures.

   (d) To submit reports of expenditures and activities upon request.

   (e) To keep an inventory of all equipment purchased with Federal funds and to submit reports upon request.

   (f) To have its authorized representative submit all requests for the expenditure of the funds to the party of the first part for approval and to submit all invoices for payment to the party of the first part.

   (g) To provide service to all of the people in the area without discrimination and to observe the terms of the Federal Civil Rights legislation.

_____ _____

State Librarian Authorized Member of Governing Body

_____ _____

Date Library

A. DEFINITION

Long-range Program: the comprehensive five-year program which identifies a State's library needs and sets forth the activities to be taken toward meeting the identified needs supported with the assistance of Federal funds made available under this Act. Such long-range programs shall be developed by the State Library Administrative Agency and shall specify the State's policies, criteria, priorities, and procedures consistent with the Act as required by the regulations promulgated by the Secretary and shall be updated as library progress requires. Sec.3(12)

B. LEGAL REQUIREMENTS

1. Requirements for a long-range program under Sec. 6(d) of the Act and 34CFR770.19 include:

(A) A program developed with the advice of the State advisory council and in consultation with the Secretary;

(B) An annual program underwhich the funds received by the State under the programs authorized by the Act will be used to carry out a long-range program of library services and construction covering a period of not less than three nor more than five years;

(C) An annual review of the long-range program and the annual program which will—

(1) Incorporate revisions each fiscal year in accordance with changing needs for assistance under the Act, and the results of the evaluation and surveys of the the SLAA;

(2) Reflect changes in estimates of present and projected program needs;

(3) Reflect changes in the plan of action for meeting the State's library needs;

(4) Reflect changes in the policies, criteria, priorities and procedures; and

(5) Be submitted each year as part of the long-range program extension.

(D) Plans and procedures for the periodic evaluation of the effectiveness of programs and projects supported under the Act, and for appropriate dissemination of the results of such evaluations and other information pertaining to such programs or projects;

(E) Effective policies and procedures for the coordination of programs and projects supported under the Act with library programs and projects operated by institutions of higher education or local elementary or secondary schools and with other public or private library services programs;

(F) Development with advice of the State advisory council and in consultation with the Secretary; and

(G) A method for being made public as it is finally adopted.

2. The Secretary shall withhold or limit payments to the State under Section 6(e) of the Act if, after reasonable notice and opportunity for hearing to the SLAA, if he finds that:

(A) The program has been so changed that it no longer complies with the provisions of the Act; or

(B) The administration of the program has failed to comply substantially with any such provisions or with any assurances or other provision contained in the basic state plan.

3. In addition to the above requirements, 34CFR770.19 also requires that the long-range program include:

(A) A description of the State's identified present and projected library needs;

(B) A plan for meeting those identified needs with funds under the Act over the next five fiscal years, beginning with the fiscal year in which the agency submits the program;

(C) For purposes of strengthening Major Urban Resource Libraries (MURLs)--

(1) A description of the needs and demands for library services of individual users and other libraries in the regional areas served by MURLs; and

(2) A plan for these libraries to provide services at a level sufficient to meet these needs;

(D) A statement of the following policies, criteria, priorities, and procedures, to be updated as required in meeting the State's library needs which includes:

(1) Policies and procedures for the periodic evaluation of the effectiveness of programs and projects supported under the Act;

(2) Policies and procedures for appropriate dissemination of the results of these evaluations and other information pertaining to these programs or projects;

(3) Policies and procedures for the effective coordination of programs and projects supported under the Act with library programs and projects operated by institutions of higher education or local elementary or secondary schools and with other public or private library service programs;

(4) Criteria used in allocating funds under Title I of the Act among the purposes stated in section 102 of the Act and 34CFR770.31. (These criteria shall be consistent with the criteria in the basic state plan and they shall insure that the state will expend from Federal, State and local sources not less than the total amount expended by the State from these sources for State institutional library services and library services to the physically handicapped during the second preceding fiscal year.);

(5) Criteria, policies, and procedures for the approval of applications for the construction of public library facilities under Title II of the Act. These shall insure that every local or other public agency whose application for construction funds under the plan is denied will be given an opportunity for a hearing before the SLAA; and

(6) Criteria, policies, and procedures for the approval of applications for interlibrary cooperation under title III of the Act.

4. According to 34CFR770.23, the long-range program shall be amended by the SLAA if funds are appropriated for Older Readers Services, Title IV of the Act.

C. PROCEDURES FOR APPROVING THE LONG-RANGE PROGRAM

1. There are two forms that may be used by the Administrative Librarians as they review the long-range program, they are:

(A) "Conclusions of Reviewer on the Long-range Program or Annual Update" (See Attachment A. to this chapter for a sample of this form.); and

(B) The "Annual Checklist and Index" (Attachment B. to this chapter).

2. Two copies of the long-range program are submitted prior to the begining of each fiscal year to the SPLSB.

3. The following points should be addressed in the long-range program:

(A) That the plan was done in consultation with the State advisory council;

(B) That the plan was done in consultation with the U.S. Department of Education Administrative Librarian;

(C) That the plan has been through the A-95 system at the State level, or has been given 45 days for the Governor to comment upon;

(D) That the plan addresses the present and projected library needs (which should be the difference between the status of library service within the state as compared to the criteria of adequate service as detailed in the basic state plan) within the State as well as the proposed actions to be taken over the next five years to fulfill or partially fulfill (i.e. decrease) specific library needs of each of the following:

(1) Disadvantaged/Low-income Families

(2) Areas Without/With Inadequate Library Service,

(3) Handicapped,

(4) Institutionalized,

(5) Limited English-Speaking, and

(6) Major Urban Resource Libraries.

(E) That the plan outlines the policies, criteria, priorities (including preferential treatment for areas with high concentrations of low income families and persons with limited English-speaking ability), and procedures that the State will apply in order to--

(1) Evaluate the program (for further guidance in measuring impacts of the program/project on an identified need(s), reporting the changed level of the condition, progress or lack of progress toward the meeting the needs identified in the criteria in the Basic State Plan, etc., see attachment C to this chapter);

(2) Disseminate information about the program to individuals and groups such as—

(a) The LSCA advisory council,

(b) Appropriate State boards,

(c) Staff of the SLAA and local libraries,

(d) Officials and staff at subgrant agencies,

(e) General public within the State,and

(f) U.S. Department of Education;

(3) Coordinate the program with other related programs (such as school and academic libraries, etc.);

(4) Allocate Title I funds among the prospective subgrantees within the constraints of the legislative mandate for preference for projects meeting the needs of the priority groups of the Act, ie—

(a) Strengthening the State library administrative agency,

(b) Persons in rural and urban areas with high concentrations of low income families,

(c) Areas with high concentrations of persons with limited English-speaking ability,

(d) Persons who are handicapped,

(e) Persons who are in State supported institutions,

(f) Areas without/with inadequate library service,

(g) Major urban resource libraries and metropolitan public libraries to serve as regional and national resource centers.

(5) Handle Title II applications from prospective subgrantees; and

(6) Handle Title III application from prospective subgrantees.